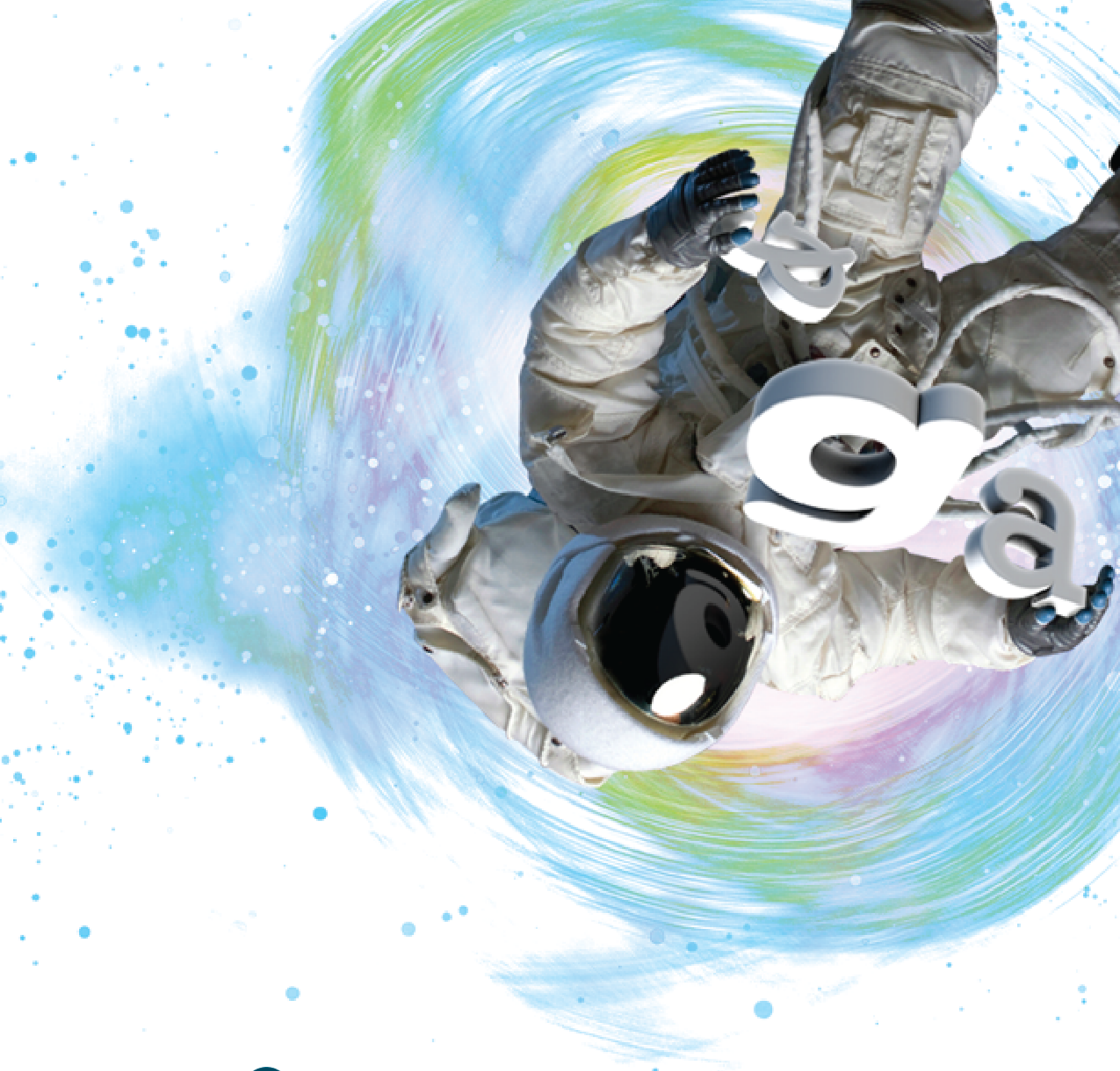

Extensis™
SuitcaseFusion™4

USER GUIDE

for Windows

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Suitcase Fusion 4 15.0.0 (doc. rev. 1)

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Installing or Upgrading Suitcase Fusion

Before you install or upgrade an existing copy of Suitcase Fusion, make sure your computer meets the minimum system requirements and that you have disabled or removed any other font manager.

System Requirements

For the most up-to-date information about the latest version of Suitcase Fusion, please visit the Extensis website http://www.extensis.com/support/product-support/suitcase-fusion-4/.

Requirements for Suitcase Fusion 4

- Windows XP SP3 (32-bit version only), Vista SP1 (32- or 64-bit[1]), or Windows 7 (32- or 64-bit[1])
- 1.6 GHz or faster processor
- 300 MB available hard drive space for application and font files
- 1 GB additional hard drive space for online font services
  (Requirements will vary for each service; additional fonts are added automatically)
- Microsoft .NET Framework version 4.0
- Internet Explorer 7, Mozilla Firefox 3.6, or Google Chrome 10 or later to view Help
- Adobe Reader 8 or later to view PDF documentation

[1] Suitcase Fusion 4 runs in 32-bit emulated mode on 64-bit Windows systems; auto-activation plug-ins run in either 32-bit or 64-bit mode.

Additional Requirements for the Extensis Font Panel

- Adobe Photoshop CS 5/5.1, Illustrator CS 5/5.1, or InDesign CS 5/5.5
  (Adobe Creative Suite 5.5 includes Photoshop CS 5.1, Illustrator CS 5.1, and InDesign CS 5.5)
- Adobe Flash Player 10.3.183.5 or later
- A WebINK account (to use WebINK fonts in Adobe Photoshop)

Disabling Other Font Managers

If you are using a font manager other than Suitcase Fusion, be sure to disable it completely before installing Suitcase Fusion. In general, you should uninstall the application to be sure that all of its components are deactivated.

Follow the instruction for the other font manager to remove all components and to ensure that it doesn't interfere with normal operation of Suitcase Fusion.

If you are using Universal Type Client

You cannot use Suitcase Fusion and Universal Type Client on the same system, and Suitcase Fusion does not connect to Universal Type Server.

If you are using an older version of Suitcase or Suitcase Fusion

If your version of Suitcase or Suitcase Fusion is older than version 13, you will need to uninstall the older version before installing Suitcase Fusion 4. Otherwise, you can leave your old version of Suitcase Fusion installed and upgrade it in place.

To determine your software version, choose **Help > About**.

If your version number is 13.x or 14.x (Suitcase Fusion 2 or 3), then you can upgrade just by installing Suitcase Fusion 4.

If your version number is 11.x, see ***Upgrading from Suitcase for Windows*** on page 7.

Installing Suitcase Fusion 4

The Suitcase Fusion 4 installer will guide you through the installation process. Download the most recent installer from the Extensis website (http://www.extensis.com/support/product-support/suitcase-fusion-4/).

Before installing, be sure to quit any other programs that are running, especially design applications such as Adobe Illustrator or QuarkXPress.

To start the installation, double-click the file you downloaded and follow the on-screen instructions.

Upgrading from Suitcase 11 for Windows

In order to upgrade from Suitcase for Windows you must perform one of the following database upgrade procedures:

- Collect fonts from Suitcase 11, uninstall Suitcase 11, then install Suitcase Fusion 4 (recommended).
- Uninstall Suitcase 11, install a demo copy of Suitcase Fusion 3, upgrade your Suitcase 11 data, then install Suitcase Fusion 4 and upgrade the Suitcase Fusion 3 data. This method is useful if you have a lot of important sets that would be difficult to re-create.

Method 1: Uninstalling Suitcase 11

Before removing any important software, you should have a full backup of your system in case anything goes wrong during the process.

1. **Uninstall plug-ins.**
   a. Choose **Tools > Uninstall Plug-ins**.
   b. Quit Suitcase.
2. **Collect fonts.**
   Make a desktop folder named “Collected Fonts.”
   Collecting fonts from the Suitcase Vault:
   a. Open your Suitcase Vault folder (`C:\Documents and Settings\<your login name>\Application Data\Extensis\Suitcase\Suitcase Font Database.suitcasevault\`).
   b. Select all folders except the one named `Data` and drag them to the Collected Fonts folder on the desktop.
   c. Start Suitcase.
   d. Choose **View > Show Suitcase Fonts**.

   If all the fonts in the Fonts list have a ? symbol in the first column, it means all of your fonts were in the Suitcase Vault, and have been moved to the desktop. Quit Suitcase and proceed to Step 3.
   Collecting fonts that were added in place:

   If some fonts do not have a ? in the first column, these fonts were added in place.
   If you know where all of these fonts are located, or if they are not important to your Suitcase Fusion 4 installation, you can skip the following steps, quit Suitcase and proceed to Step 3.
   a. Select all the fonts with a ? in the first column, then click the **Remove** button.
      Answer **OK** to the prompt.
      The Fonts list now shows all fonts that were not in the Suitcase vault.
   b. For each font in the Fonts list, select it and press Ctrl-R.
      This reveals the font in Windows Explorer and selects the file.
   c. With the font selected in Explorer, press Ctrl-C to copy the file.
   d. Open the Collected Fonts folder and press Ctrl-V.
      This places a copy of the font in the Collected Fonts folder.

   When all fonts have been copied to the Collected Fonts folder, quit Suitcase and proceed to step 3.

3. **Un-install.**
    a. Open Windows **Control Panel**.
    b. Double-click **Programs and Features**. (Windows XP users need to double-click **Add or Remove Programs**.)
    c. Select Extensis Suitcase, then click **Uninstall**. (In Windows XP, click **Remove**.)
    d. Follow the prompts to uninstall Suitcase.
4. **Remove remnants.**
    a. Open the Extensis folder (`C:\Documents and Settings\<your login name>\Application Data\Extensis\`).
    b. Delete the Suitcase folder.
    (If there are no other folders inside the Extensis folder, you can delete the Extensis folder as well.)
5. **Install Suitcase Fusion 4 (page 7).**

Method 2: Interim Upgrade to Suitcase Fusion 3

Before upgrading any important software, you should have a full backup of your system in case anything goes wrong during the process.

When you install Suitcase Fusion 3, you can import all of your old previous Suitcase data into the new installation. This includes all of your fonts, sets and other information.

When you import data into Suitcase Fusion 3, the following are imported from earlier versions of Suitcase for Windows:

- All fonts in your font vault.
- All references to fonts added in-place.
- Your entire Suitcase for Windows database, including all sets.

Because the import process checks all fonts for integrity, if you added any fonts in place from removable media such as DVDs, flash drives, or external hard disks, you will need to have these available during the import process.

NOTE: If you have multiple users on the same machine and want to migrate each user's data, you must run the Import command for each user.

1. **Uninstall plug-ins.**
   Choose Tools > Uninstall Plug-ins.
2. **Quit Suitcase.**
3. **Un-install Suitcase.**
    a. Open Windows **Control Panel**.
    b. Double-click **Programs and Features**. (Windows XP users need to double-click **Add or Remove Programs**.)
    c. Select Extensis Suitcase, then click **Uninstall**. (In Windows XP, click **Remove**.)
    d. Follow the prompts to uninstall Suitcase.
4. **Install Suitcase Fusion 3.**
   Download the installer from the Extensis website (http://www.extensis.com/support/product-support/suitcase-fusion-3/).
5. **Start Suitcase Fusion 3.**
   When prompted, choose to use the 30-day demo.
6. **Choose Tools > Import Suitcase for Windows data.**
   If the menu item is not available, then no older Suitcase data was detected.
7. **When prompted, insert any external media or mount any necessary network drives requested by Suitcase Fusion 3.**
   At the end of the import process, the import log will be displayed.
   This tells you if any of your fonts failed to import, and if there were any other errors in the import process.
   NOTE: If you stop the import process, Suitcase Fusion 3 retains all data imported up to the point that the import process was stopped. To import the remaining data, restart the import process. Suitcase Fusion 3 automatically knows if the fonts and data have already been imported and does not create duplicates in your new Font Vault.
8. **Install Suitcase Fusion 4 (page 7).**

After Suitcase Fusion 4 is Installed

Enter your serial number

Your serial number is located inside the product case or it was sent to you via e-mail. Enter it when you start Suitcase Fusion 4, or later from the **Help** menu.

If you do not enter a serial number, Suitcase Fusion 4 will run in a demonstration mode for 30 days. To purchase a serial number, contact Extensis customer service (page 66).

To enter your serial number:

1. Start Suitcase Fusion 4.
2. Choose **Help > Enter Serial Number**.
3. Enter your serial number and click **Continue**.

Register your software

After you enter your serial number, you will be asked to register your copy of Suitcase Fusion 4.

It is important to register your software so that we can provide you with the best possible service. Registered users are eligible for **free** technical support, information regarding new versions and products, discounts and special offers on upgrades.

If you purchased and downloaded the software from the Extensis website, then it has already been registered.

If you want to register your copy at this time, click the **Yes** button to visit the Extensis website. Otherwise, you can register any time at http://www.extensis.com/en/support/register.jsp.

Welcome to Suitcase Fusion

Extensis™ Suitcase Fusion™ is a powerful font management utility that gives you total and precise control over all of the fonts on your system, all while making your work with fonts faster and easier than ever before.

Suitcase Fusion allows you to locate and activate fonts only when you need them, saving valuable system resources and time. Suitcase Fusion helps you automatically activate fonts for documents through auto-activation plug-ins for popular design applications, as well as on a system wide level.

With Suitcase Fusion, you'll never need to be concerned that a corrupt font might interrupt your workflow. Potential problems are diagnosed and repairs are automatically applied when a font is added.

Suitcase Fusion is the industrial-strength font management application for all creative professionals. Powered by the Font Management Core, you will always have the font you need when you need it.

What's New in this Release

Extensis Font Panel for Adobe Creative Suite 5 and 5.5 applications

The Extensis Font Panel allows you to access all of your Fusion font libraries directly in Adobe InDesign CS5/5.5, Illustrator CS5/5.1, and Photoshop CS5/5.1. Selecting and activating fonts is a snap when you're using the Extensis Font Panel directly in your favorite design applications.

As an added bonus, WebINK customers can use the Extensis Font Panel in Photoshop CS5/5.1 to create design comps and client previews using their favorite WebINK fonts. For details or to sign up for a free WebINK account, check out the WebINK website (http://www.webink.com).

Other New Features

New Adobe InCopy plug-in

We have added an auto-activation plug-in for Adobe InCopy CS4 and CS5. Now you can be sure that the InDesign documents that you share will be displayed with the same fonts everywhere. You won't need to worry about inconsistent copyfitting or incorrect pagination.

Add color to Previews

You can now set the font and background colors used in the Previews pane. Test color combinations, use them in floating previews, and grab a Font Snapshot.

See ***Customizing Preview Text*** on page 39 for details.

Easier set creation

Grouping fonts into sets is as easy as selecting some fonts then clicking a menu item.

See ***Creating Sets*** on page 44.

Favorite fonts

Mark fonts as favorites and easily find them when you need them. Use them to search fonts and create smart sets. You can even identify your favorite WebINK fonts.

See ***Favorites*** on page 38.

Focus on the view you prefer

Hide either the Previews or the Fonts so you can see more of what you need to see. Quickly switch between showing one, the other, or both lists if you need to.

See ***Understanding the Suitcase Fusion interface*** on page 16.

Menu font names

PostScript font names are descriptive and useful, but they aren't always easy to understand. Suitcase Fusion 4 shows you PostScript names, and it also shows the font names as they appear in the menus of most of your

apps. So now you'll know that `HelveticaNeueLTStd-LtIt` is better known as "Helvetica Neue LT Std 46 Light Italic."

Overview of Suitcase Fusion and Desktop Font Management

If you haven't used a font manager before, you probably have most of your fonts in your system's Fonts folder. Fonts in the system fonts folders are opened automatically each time the system is started or restarted.

If you have a small number of fonts, it may not matter whether all the fonts are opened all the time. However, if you have a large number of fonts, having every font open all the time means that you probably have fonts open that you don't need, and possibly will never use. This consumes system memory, slows down your computer, and can make it difficult to wade through application Font menus to find and select fonts. It also takes time for an application to read all that font data to create the Font list, which can slow your work down considerably.

Suitcase Fusion fits directly in your workflow as a creative professional. Whether you're searching for the right font for a new project, matching a font currently in use, or gathering fonts for output, Suitcase Fusion provides easy font management at every step of the way.

Suitcase Fusion ensures that the exact font that you need is available when you need it. Through powerful auto-activation plug-ins, you can set your font activation preferences for each application.

To fit into your professional workflow, with Suitcase Fusion you can:

Organize files the way you want

- Keep your fonts outside the system's font folders saving precious system resources, yet easily open as many fonts as you want, any time you want.
- Store your fonts safe and secure in Suitcase Fusion's managed repository, the Font Vault.
- Add fonts for specific jobs temporarily to your system to keep your font collection clean.

Find and preview fonts when you need them

- Quickly find just the right font with search features such as QuickFind and Smart Sets.
- Organize and find fonts by many different attributes, including keyword, style, classification and foundry.
- Preview multiple fonts at the same time, making the selection of just the right font easier than ever.
- Closely examine necessary fonts with the Glyph View feature.
- Keep sets of specialty fonts available at your fingertips, without the inconvenience of resorting to a manufacturer's CD or DVD to search for that special new font for a project.

Add and activate fonts as you need them

- Have Suitcase Fusion intelligently activate and deactivate fonts automatically when you open and close Adobe Photoshop, InDesign, Illustrator, InCopy, and QuarkXPress documents.
- Access fonts conveniently, turning them on only when you need them, then turning them off as soon as you're finished with them, freeing system memory for other uses.

Rest assured that you're covered

- Automatically check your fonts for corruption, keeping problematic fonts out of your workflow.
- With Font Sense data automatically extracted from every font added, auto-activating the exact font is a breeze.
- Meet the demands of complex with features such as font libraries and a portable Font Vault.

NOTE

The term "suitcase" originated on the Macintosh, where fonts were at one time required to be placed in a "suitcase" or they couldn't be used by the system.

Understanding Fonts

Fonts are an integral part of a computer's operating system, as well as necessary for every application and document that you use on your computer. There have been a wide variety of electronic font types developed over the years. These font types were created for a variety of reasons—better output at the printer, better and more consistent display on computer monitors, more consistent compatibility across multiple platforms, and so on.

Connecting to external font libraries

In Suitcase Fusion 4, you can connect to various external font libraries dynamically and gain access to thousands of new fonts. You easily can connect to these vast font collections using both the Suitcase Fusion client and the Extensis Font Panel in your Adobe CS5/5.5 design applications.

Each font library carries its own licensing terms of use so some restrictions may apply. Please review the information below and each library's user license agreement terms.

WebINK fonts can only be used within the Suitcase Fusion 4 application for working with WebINK projects, and from the Extensis Font Panel in Adobe Photoshop CS5/5.1 for not-for-publication purposes, such as design comps and mockups for client approval.

WebINK Terms of Service (http://www.webink.com/terms)

About Google Web Fonts (http://www.google.com/webfonts#AboutPlace:about)

Suitcase Fusion and WebINK Web Fonts

WebINK, the font rental service from Extensis, allows you to choose fonts from dozens of foundries to use on your websites. Fonts are hosted on WebINK servers and delivered to browsers when they are needed.

Your web development workflow gets more flexible with WebINK and Suitcase Fusion 4:

- Use the WebINK website to manage your account, and use online tools to browse fonts and preview live web pages with WebINK fonts.
- Use Suitcase Fusion to preview fonts and add them to projects, and preview live web pages or those still under development using any of the WebINK fonts.
- Use Adobe Photoshop CS5/5.1 to create mockups of web content using specially-licensed WebINK fonts.

You set up an account and one or more projects on the WebINK website, then you can use Suitcase Fusion to work with your WebINK projects: preview fonts, test them in web pages, create mockups in Photoshop, and add WebINK fonts to or remove them from your project.

Here are the basic steps you need to follow in order to use the WebINK service.

1. **Create a WebINK account.**
   All you need is an email address. You can create an account from the WebINK website (http://www.webink.com).
2. **Create a WebINK project and add sites to it.**
   A project identifies the fonts you want to use and the sites you want to use those fonts on. Go to your Type Drawer page on the WebINK site to manage projects.
3. **Find fonts for your site and add them to the project.**
   The WebINK Library contains thousands of high-quality fonts from major type foundries. You can browse and preview the fonts online or through Suitcase Fusion.
   Suitcase Fusion also allows you to preview your website or pages under development with WebINK fonts in any text elements on your page.
4. **Generate the code for your project.**
   The WebINK website delivers a single line of code to add to your style sheet or individual web pages.
5. **Add the code to your website.**

Your website will be updated immediately!

Suitcase Fusion and Google Web Fonts

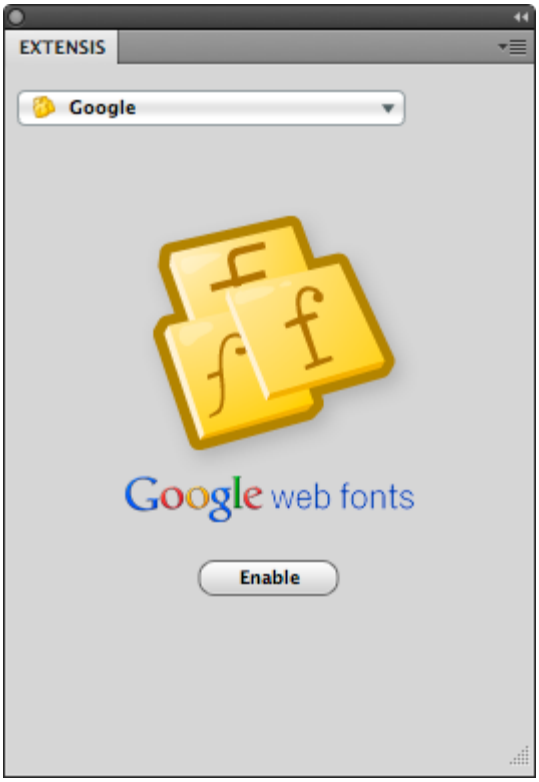
Google Web Fonts are free open source fonts for use with the Google Web Fonts API (http://code.google.com/apis/webfonts/docs/getting_started.html). Suitcase Fusion 4 brings these fonts to your desktop for use in all your applications.

Enabling or disabling Google Web Fonts

In order to use Google Web Fonts in Suitcase Fusion 4 or Adobe Photoshop CS5/5.1, Illustrator CS5/5.1, or InDesign CS5/5.5, the feature needs to be enabled.

When Google Web Fonts are enabled, the Google Web Fonts library icon is displayed in the Suitcase Fusion 4 **Library** pane.

You can enable Google Web Fonts in the Adobe Creative Suite 5 or 5.5 design apps by choosing **Google** from the drop-down menu of available font libraries. If the Google Web Fonts are not enabled, you can enable them immediately.



You can also enable the Google Web Fonts from within Suitcase Fusion 4; choose **File > Enable Google Web Fonts**.

If you need to disable access to Google Web Fonts, you can do so from within Suitcase Fusion 4; choose **File > Disable Google Web Fonts**.

Updating Google Web Fonts

Suitcase Fusion 4 dynamically updates the list of Google Web Fonts. To manually synchronize fonts, **File > Synchronize Web Fonts**.

The Google Web Fonts library

Google Web Fonts are shown as a special library with this icon in Suitcase Fusion 4.

You can do almost anything with this library that you can do with any other library in Suitcase Fusion 4, including:

- Add keywords and add or edit other properties of the fonts.
- Create sets.
- Copy fonts to another library.
- Collect fonts for output.
- Mark favorites.

For what should be obvious reasons, here are the things that you cannot do with the Google Web Fonts library:

- You can't rename the library.
- You can't add fonts to the library.
- You can't remove fonts from the library.
- You can't delete the library.
  (Instead of deleting the Google Web Fonts library, you can disable it from the **File** menu.)

Google Web Fonts in Adobe Creative Suite 5 or 5.5 Design Apps

You can choose to use Google Web Fonts from the Extensis Font Panel in Photoshop CS5/5.1, Illustrator CS5/5.1, and InDesign CS5/5.5. See ***Working with the Extensis Font Panel*** on page 61 for more information.

The Suitcase Fusion Workflow

Suitcase Fusion is designed to streamline the professional creative workflow by maintaining precise control of fonts at all times. Through the use of plug-ins for popular design applications, exactly the right fonts are automatically activated when needed by a document. Creative users also demand detailed information about their fonts, and through innovative features such as the Glyph palette, users can inspect fonts down to very fine detail.

Take a look at how Suitcase Fusion works in the following publishing scenarios.

Let's say a service bureau receives a CD containing an InDesign document and a folder of fonts. The service bureau employee does the following:

- Launches Suitcase Fusion.
- Adds the fonts to Suitcase Fusion temporarily (so they're removed when the computer is restarted) as a new Set.
- Opens the InDesign document and prints it, accessing the fonts on the CD.

After the document is printed and the user logs off for the day, the fonts are removed from the database. This workflow guarantees that each job is printed with the fonts provided, and that unnecessary fonts aren't loaded on the computer.

Suitcase Fusion provides options ideal for graphic design situations in addition to production environments. Let's say a designer is working on a brochure for a client. The client's corporate identity involves two font families, but the designer is free to incorporate other typefaces into the design as well. To use these fonts consistently, the designer does the following:

- Suitcase Fusion automatically creates a new set for these fonts to be used with the job.
- Previews and prints samples of various other fonts that might be used, and adds them to the set.
- Activates the font set temporarily.
- Uses the fonts to create an initial design in QuarkXPress and sends it to the client for approval.
- Opens the QuarkXPress document several days later to incorporate changes. Only the fonts required by the job are automatically activated by the QuarkXPress auto-activation XTension.
- Finishes the job and uses the XTension to create a new document set in Suitcase Fusion for future reference and then collects the fonts for output to provide a copy of the fonts for the service bureau.
- Receives additional jobs from the client and changes the document set to permanently active (so the fonts are always available).

For more detailed descriptions of how Suitcase Fusion can fit into your workflow, please see the Typical Setup chapter of this guide.

The Suitcase Fusion Advantage

In a professional design workplace, a common challenge is the need to have multiple versions of a font available for different projects. The combination of the Font Vault, Font Sense information and the auto-activation plug-ins makes Suitcase Fusion the most accurate choice for font activation.

For example, you may have a document that was designed years ago with a specific foundry's Helvetica font. Since the time of the document creation, it is likely that new versions of Helvetica have been created that add new glyphs, update kerning values and generally make the font better. When you open your old document, you need to make sure that you are using exactly the same font that was used when the document was originally designed. The newer version of the font might create unpredictable and expensive results, including text reflow and general design headaches. Other Font managers, not being of professional caliber, will see these two fonts as completely identical, and use them seemingly interchangeably.

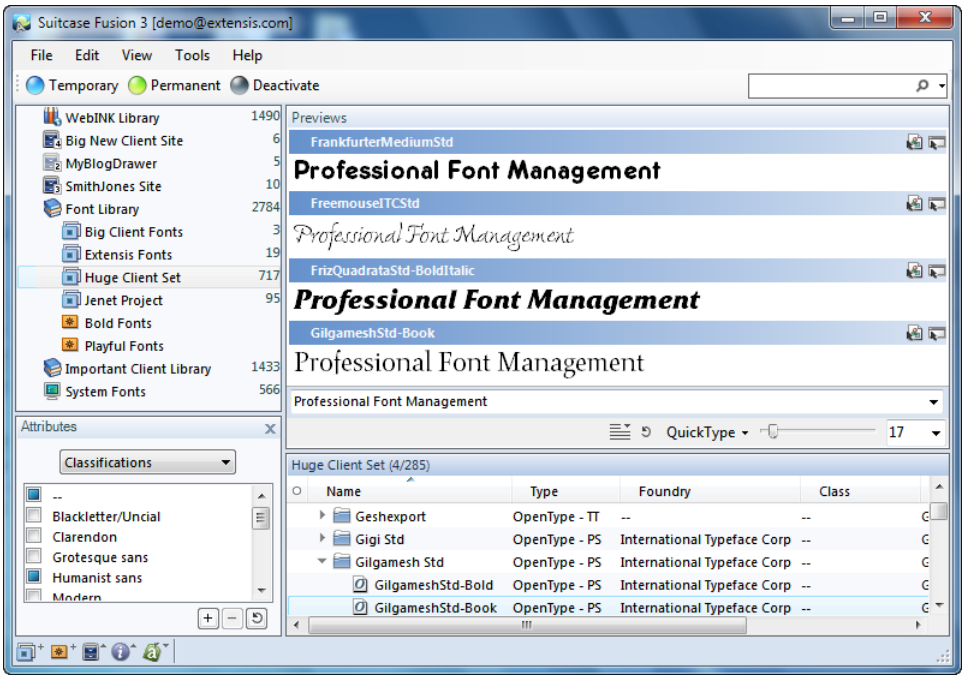
To best solve this problem, Suitcase Fusion examines each font and creates a unique Font Sense identifier for each font. These identifiers are created using a combination of many of the font's attributes, including PostScript name, kerning values, version number, etc. These values are stored in the Suitcase Fusion database, and by using the Suitcase Fusion plug-ins when creating your document, in each document itself. Using this method, the next time you open the document, fonts that have the same Font Sense information can be automatically activated.

Understanding the Suitcase Fusion interface

Suitcase Fusion 4 offers all the power you need to manage fonts.

The main window is divided into five areas, organized as follows:

- The **Toolbar** is across the top of the window.
- The **Libraries** pane is in the upper left.
- The **Attributes** pane is in the lower left. (This can be hidden to allow more space for the **Libraries** pane.)
- The **Preview** pane is in the upper right.
- The **Fonts** pane is in the lower right.



Changing the view

Resizing panes

To resize panes horizontally or vertically,drag the divider between the panes up or down or left or right.

The sizes of the window and panels is remembered when you quit Suitcase Fusion 4.

Show the Font List, Font Previews, or both

To show or hide the **Font List** or **Font Previews** pane, choose its name from the **View** menu; the name will be checked when it is visible and unchecked when it is hidden.

Show or Hide the Toolbar

To show or hide the toolbar, choose **View** > **Toolbar**.

Other ways to customize the view

For information about showing, hiding, and re-arranging columns in the Fonts list, see ***Working with Columns of Font Information*** on page 34.

To understand how you can customize the Previews pane, see ***Customizing Preview Text*** on page 39 and ***Floating Previews*** on page 42.

Typical Setup

Suitcase Fusion is designed for publishers—web designers; freelance graphic designers; advertising agencies; publishers producing magazines, newspapers, and books; and service bureaus and printers. Each type of user typically handles fonts differently, with web designers using fonts hosted on a server, freelance graphic designers typically maintaining their own fonts, creative firms preferring to use the same fonts, and service bureaus managing client's fonts.

Suitcase Fusion provides different methods for adding, activating, and managing fonts to suit each different workflow. As you continue to work with Suitcase Fusion, you'll discover the methods that work best for your work environment. However, until you're comfortable with the software, you may wish to use one of the typical setups provided here. Keep in mind that these examples are merely suggestions and may need to be modified to suit your needs.

Server-based workgroup font solutions

In workgroup environments, the capabilities of a server-based font management system are often a necessity. A server-based solution centralizes font management administration and control, ensures that all users are using exactly the same font, ensures font license compliancy and protects against rogue fonts entering the workflow.

Universal Type Server is the server-based solution available from Extensis, and sold separately from Suitcase Fusion. Universal Type Server is available in many different configurations to meet the needs or different organizations and workgroup sizes. Universal Type Server is available for Macintosh, Windows, or cross-platform workgroup environments. Both client and server can run on either Macintosh or Windows. For more information about server-based font management, or to download a demo version, please see the Extensis website (http://www.extensis.com/downloads/documents/font-management-mac-best-practices/).

Freelance Graphic Design Sample Setup

Freelance graphic designers usually maintain a large collection of fonts to afford many different options when working with a variety of clients. Taking advantage of several key features in Suitcase Fusion will help freelancers work with their fonts more efficiently.

Option 1: Using Suitcase Fusion Efficiently

Add all of the fonts stored on your hard drive into the Font Vault. This ensures that all your fonts are in one place, making it easier to prevent duplicates and back up your font collection.

To use the Font Vault:

1. Choose **Edit > Preferences**.
2. Enable the **Copy added fonts into the vault** option.

Once your fonts are in the database, you can use Suitcase Fusion to help you clean by removing unnecessary fonts. For example, you can use the **Find** dialog to display all of the potentially duplicate fonts with the same name and then review the fonts to determine if you can delete any of them. You may have two versions of the same font, and decide that you only need to keep one. You will undoubtedly find fonts that you don't need. Before you delete any fonts, be sure that these particular fonts are not required for a job or project that you may need to work on at some point.

Once your fonts are cleaned up, create sets for your current clients and projects. You can then activate sets permanently for ongoing jobs and activate sets temporarily for quick jobs. When you finish a job, you can collect the fonts in the project's set to create a copy of the fonts for your service bureau.

In addition to creating sets, scan through your fonts and activate permanently any fonts that you use often. For example, activate the fonts used in your own letterhead and logo, and activate Zapf Dingbats, Symbol, Times, and Helvetica. When you acquire new fonts, add them to the vault as well.

Option 2: Adding fonts in place

If you prefer to store fonts with specific jobs, or if you have a font organization system that you prefer, you can set up Suitcase Fusion to leave fonts in place (page 22).

If you add fonts from removable media, for example CDs or DVDs, and you don't have enough space on your hard drive to store all these fonts, you can add these fonts to Suitcase Fusion by choosing the **Add fonts leaving them in place** option in the **Preferences** dialog . This allows you to catalog all your fonts without storing them all on your hard drive. When you want to use these fonts, you will have to mount the appropriate volume; Suitcase Fusion will notify you when the need arises.

To have Suitcase Fusion leave fonts in place:

1. Choose **Edit > Preferences**.
2. Enable the **Add fonts leaving them in place** option.

When you add fonts, your font files will remain in place and they will not be added to the vault.

Of course, you could also choose to add fonts to an entirely separate font library (**File > New Library**). This way the fonts would be stored in your Font Vault, but would not be mingled in with the rest of your font collection.

Advertising Agency or Workgroup Publisher Sample Setup

If more than one computer is involved in your publishing process, font management becomes extremely important. Any variation in fonts can cause missing fonts problems, inaccurate substitutions, and text reflow. In addition, administrators must ensure that the company owns licenses for the fonts used in all projects. You can use Suitcase Fusion features to control these issues or upgrade to a more powerful server-based font management system.

With a stand-alone font manager, each user must manage their own fonts as a freelance graphic designer would. Each user maintains his or her own font library stored in his or her own vault.

If the Suitcase Fusion users are working over a network on the same documents—for example, at a site using QuarkXPress—users can still manage their own fonts. To prevent problems, the users must obtain their fonts for common jobs from the exact same source. For example, if a user receives a CD or DVD of fonts with Adobe InDesign, they cannot be sure that the font versions are the same as fonts received on a CD with Adobe Photoshop.

The administrator should create the master folder of fonts, ensuring that all the fonts in the folder have been properly licensed by the company, and that the company owns sufficient licenses for each of the fonts. The administrator can distribute this folder to each of the users in the workgroup by copying the folder of fonts to each user's computer, or placing the folder in a network location so each user can download and add the fonts to Suitcase Fusion themselves. Users should add fonts to the Font Vault on their local computer. The administrator can add fonts to the master folder, and users can then periodically add the entire folder to Suitcase Fusion. Duplicates are prevented from being added to the vault, so only new fonts the folder will be added to a user's Font Vault.

For special projects, the users can add fonts to Suitcase Fusion using the **Add fonts leaving them in place** preference. By choosing to add fonts in place, new fonts are not added to the user's Font Vault, and only approved fonts remain in the vault.

Users can further organize fonts from special projects using Libraries and Sets. If it's important that fonts aren't stored together and not used across clients, the user can create a library for each client and only add fonts for each client in each library. If the user only wants to create a group of fonts as a reminder of which fonts were used for each client, keep all of the fonts in one library and create a set for each client. Each client set can be further organized by creating nested sets for each project.

For example, an agency doing work for multiple movie studios could make a library for each studio. Then within each library a new set would be created for each movie, and nested within each movie set could be sets for specific projects like movie poster, DVD cover, etc.

Service Bureau or Printer Sample Setup

Service bureaus and printers have font-management issues unlike most other users: handling the scores of fonts delivered by clients each day, ensuring that the appropriate fonts are used to output each job, controlling the number of active fonts, and deleting fonts that are no longer necessary. Fortunately, many features in Suitcase Fusion are designed to address service bureau-specific issues.

Managing House Fonts

Service bureaus generally own an extensive library of fonts that may be used to print their materials or to print documents for clients that do not provide fonts. To keep these fonts separate from clients' fonts, the service bureau's fonts can be stored in a Font Vault used specifically for house fonts.

Adding Clients' Fonts

Whether you require clients to deliver fonts with jobs or they're educated enough to do it on their own, you're likely to receive anywhere from a few individual font files to a hundred or more fonts with each job. The way you add those fonts to the database will depend somewhat on the nature of the client or the nature of the job.

Generally, it makes sense to keep the client fonts together with the rest of the client job files. You could set up a folder hierarchy in which you maintain all customer jobs along with their fonts. Since the Suitcase Fusion Font Vault is portable, you could create a separate vault specifically to house this client's fonts. By using a Font Vault specifically for each client, you can be assured that only those client's fonts are being used for the job, giving your client the piece of mind that they aren't using house fonts, or any other product that they might not have purchased a license.

If you prefer to work from a single Font Vault, you can further differentiate your customer's fonts using font libraries within Suitcase Fusion. When a customer brings in a job, you could select their library in Suitcase Fusion, and add all fonts for the job as a set in that library. Since the Suitcase Fusion auto-activation plug-ins activate fonts only within a single library, you can be sure that only fonts from that library are being automatically activated.

If you prefer not to keep fonts on your system at all, you may consider other options depending upon the type of client and job.

- For a new client with a one- or two-page job, you might want to add the fonts temporarily (page 25). The fonts are added to the database, immediately activated, and override any fonts of the same name already active. When you shut down the computer, the fonts are removed from the database. For a quick job, especially one with only a few fonts, you may not want to bother creating new keywords or sets that you would need to delete later.

Web Design Sample Setup

Web design is a new use for Suitcase Fusion. Modern browsers give web designers the ability to use fonts on a web page when the viewer of the page does not have the font installed. Suitcase Fusion offers two unique tools for you to mock up and preview web pages using web fonts from WebINK, the font rental service from Extensis: the Extensis Font Panel, and Web Preview.

A reminder about desktop font management

Although your primary focus is the web and web fonts, most designers will benefit from using the desktop font management features of Suitcase Fusion. Suitcase Fusion can:

- Free system resources so your computer and other applications work better.
- Eliminate damaged and duplicate fonts.
- Temporarily disable local fonts that match web fonts (crucial for testing websites).

The Extensis Font Panel

The Extensis Font Panel is a plug-in for Adobe Photoshop CS5/5.1. This panel gives you access to thousands of specially licensed WebINK fonts. Using this panel, you can activate WebINK fonts from within Photoshop, then use those fonts in your Photoshop comps and website mockups.

Web Preview

Web Preview is a feature of Suitcase Fusion 4 that gives you the ability to preview any of thousands of fonts on your existing websites and during design and development.

There are several features of Suitcase Fusion 4 to help you choose fonts, integrate them with your design, and manage monthly rental.

Working with projects

WebINK groups websites and fonts into projects. Each WebINK project links a set of fonts with a set of sites that use those fonts. You can have as many projects as you need.

Projects can be placed in Developer mode until you are ready to start using their fonts live on your websites. When a Project is in Developer mode, WebINK will only serve those fonts to a limited number of unique visitors per day. This allows you to develop and preview your website's content without being charged for font usage. When your website is complete, switch the project to Production mode and the WebINK fonts will be served to all visitors to your site.

Using a local Web server

You can set up a Web server on your computer or your network and add it to your project. You can then develop websites and serve them on your local server as a way to test them before deploying them live on the Internet.

Transferring a project

Once you have developed and deployed a working website with WebINK fonts, you can easily transfer the project to a third party for regular billing.

Setting up Suitcase Fusion

Before adding your fonts to Suitcase Fusion, you need to make a few basic decisions about how you would like Suitcase Fusion to manage your fonts. By making these decisions in advance, you will better understand how Suitcase Fusion can help you stay organized and be more productive.

Suitcase Fusion can meet your font management needs by allowing you to use a secure repository, called the Font Vault, or use your current organization by using fonts from their existing locations on disk.

Setup Quick Start

Getting started with Suitcase Fusion is quick and easy. If you make a few simple decisions before starting, your long-term experience with font management will be significantly better.

The following instructions are meant to get you going quickly. If you have concerns about your workflow, please read through the typical setups topics starting on page 17 to get more ideas about how Suitcase Fusion can benefit your workflow.

1. Launch Suitcase Fusion 4.
2. From the Suitcase Fusion preferences, select a Font Vault option.
3. Install the font auto-activation plug-ins for your applications.
4. Add fonts.
5. Use the **Previews** pane to preview fonts.
6. Activate and deactivate fonts as required.
7. Create sets of fonts for specific projects, clients, etc.
8. Add keywords and other attributes to your fonts to make them easy to find.

The Font Vault

The Font Vault is a single, secure, managed repository that stores your entire Suitcase Fusion database, as well as your fonts.

All of your font data, including font sets, keywords and custom classifications, styles and foundries are also stored in the Font Vault.

The Font Vault also stores references to fonts added in-place from your hard disk or other locations.

Since you can use more than one Font Vault, it is possible to entirely change how fonts are organized in Suitcase Fusion and used on your system just by switching to a new Font Vault.

The Font Vault for storing fonts

In all likelihood, you have fonts spread out over your entire computer, network, and even on many external CDs, DVDs and hard disks.

The Font Vault is a secure location on your hard disk where Suitcase Fusion can store and automatically organize your fonts. Fonts are secured, so that you won't accidentally delete or possibly change a font. You can easily add, delete, activate, preview, and copy fonts that are stored in the Font Vault.

Font Vault benefits

The Font Vault has many benefits, including:

- Suitcase Fusion does not allow true duplicate fonts into the Font Vault. This makes managing your fonts much easier and minimizes storage needs.
- The Font Vault is secure, so you can't accidentally delete an important font file.
- Fonts are automatically separated into font faces, so you only activate the font faces you need.
- With your font files stored in the Font Vault you can easily manage these files with Suitcase Fusion including: adding or deleting fonts, copying (collecting) fonts, previewing fonts, and of course, activating fonts.
- The Font Vault can be backed up to a remote location, and restored in case of emergency.

If you currently organize your fonts with folders on disk, upgrading to the Font Vault gives you access to all of the organizational features of Suitcase Fusion. You no longer need to manually move font files from one folder to another. In addition, Suitcase Fusion provides excellent organization automatically when collecting files for output. Collected fonts are logically organized into families, and can even be further organized by sets that you've created.

For complete font security and reliability, Extensis recommends using the Font Vault.

Using the Font Vault

To tell Suitcase Fusion to add fonts to the Font Vault:

1. Choose **Edit > Preferences**.
2. In the Preferences dialog, enable the **Copy added fonts to the vault** option. (When you first install Suitcase Fusion, this option is enabled by default.)

NOTE

You should always maintain a backup containing your original font files, and back up the Font Vault on a regular basis. See ***Backing up the Font Vault*** on page 65.

Adding Fonts in Place

If you prefer to manage your font files yourself, Suitcase Fusion allows you to leave your font files in place, and still manage them through a single point of access. You may want to add fonts in place if you are only going to add them to your font collection temporarily and don't need extra fonts cluttering up your database.

Extensis highly recommends that you use the Font Vault to store the majority of your fonts. You can combine the use of the Font Vault with leaving fonts in place based upon your specific needs and configurations. To do so, change your Font Vault preferences before adding fonts.

To tell Suitcase Fusion to leave fonts in place:

1. Choose **Edit > Preferences**.
2. In the **Preferences** dialog, choose the **Add fonts leaving them in place** option. This tells Suitcase Fusion to active and deactivate the font from its current location.

When your vault preference is set to automatically add fonts to the font vault, you can add fonts in place by holding down the ***ALT*** key and dragging fonts or folders from the Windows Explorer and dropping them into the Fonts or Sets pane.

Managing and Handling System Fonts

Your system fonts display under the System Fonts icon in the Libraries pane. These fonts reside in the Microsoft Windows fonts folder (`\\Windows\Fonts\`) and are activated by the operating system.

Required system fonts

Fonts that are required for Microsoft Windows to function properly are displayed with a “locked” icon in the System Fonts list. To ensure the stability of your system, these fonts cannot be manually deactivated.

Fonts that are considered “required system fonts” change with each release of Windows. Keep your version of Suitcase Fusion current by downloading the most current version by choosing **Tools > Check for Updates**.

Overriding system fonts

If you attempt to activate a font that has the same PostScript name as an active system font, as long as the font is not a “required” system font, Suitcase Fusion automatically activates the requested font by deactivating the system font. If the font has the same PostScript name as a “required” system font, the font activation is not allowed.

Checking for Updates

Periodically Extensis updates Suitcase Fusion to maintain compatibility with operating system updates, add new features and fix any problematic issues.

Suitcase Fusion contains an automatic update feature that downloads and installs the newest components, including auto-activation plug-ins.

To check for updates, choose **Tools > Check for Updates**.

Restoring user disabled warnings

From time to time while you are using Suitcase Fusion, the application will warn you about the consequences of an action or command. If you don’t want to be warned again about the consequences of that specific action again, you can click a checkbox to disable future warnings for that specific warning only.

To restore all warnings that you have previously disabled:

1. Choose **Edit > Preferences**.
2. Click the **Restore** button.
3. Click **OK**.

Uninstalling Suitcase Fusion 4

Before you uninstall Suitcase Fusion 4, you may want to make a backup copy of your font vault. See ***Backing up the Font Vault*** on page 65.

To remove Suitcase Fusion 4 from a Windows PC:

1. Quit all other running programs.
2. Open Windows **Control Panel**.
3. Double-click **Programs and Features**.
   (Windows XP users need to double-click **Add or Remove Programs**.)
4. Select Extensis Suitcase Fusion 4.
5. Click **Uninstall**. (In Windows XP, click **Remove**.)
6. Follow the prompts to uninstall.

Adding, Deleting and Collecting Fonts

Adding, deleting, and collecting work as follows:

- You add fonts to the selected library. You cannot add fonts to the System Fonts library using Suitcase Fusion.
- You can add fonts individually or as named sets. Suitcase Fusion lets you drag-and-drop fonts or browse to a specific location to add fonts.
- Suitcase Fusion does not allow any orphan font files and it attempts to repair any font corruption issues.
- You can remove fonts from sets or delete them entirely from Suitcase Fusion.
- Deleting fonts that are contained in the Font Vault are deleted entirely. To preserve a copy of the original font file, be sure to have a backup copy, or collect the font for output before deleting the file.
- Deleting fonts that are added in place are merely removed from Suitcase Fusion. The original font file remains in place on disk.
- You can collect (export) fonts from Suitcase Fusion directly or from applications using the auto-activation plug-ins.

Font Libraries

Font libraries are the basic large collections of font in Suitcase Fusion. Displayed in the upper left corner of the interface, the Libraries pane displays all of your font libraries, as well as the sets contained within each library.

System fonts are displayed separately in the Libraries pane.

It is likely that you will need only a single font library, but there are some reasons why you may want to create additional libraries.

- Keep some new and unproven fonts out of your main workflow.
- Keep fonts for different clients separated
- Use one as your main library and another as a place to add fonts in-place for client jobs.
- Use libraries as a way to control auto-activation, since you can activate across all libraries or specify a distinct library for plug-in activations.

For example, you may have a client that only uses fonts that are licensed for specific projects. You could create a separate library that contains only the approved, licensed fonts for that client. Then when using the Suitcase Fusion auto-activation plug-ins, restrict font activation to only that library. This keeps you from inadvertently using an unapproved font for that client's projects.

To add a new library, choose **File > New Library**.

Adding Fonts

You can add fonts via drag-and-drop or choose **File > Add Fonts**. While adding fonts, Suitcase Fusion scans them to collect information and check for corruption.

NOTE

Suitcase Fusion does not add orphan bitmap or orphan outline fonts. In addition, some repairs are made as fonts are added. See ***Resolving Problem Fonts*** on page 26 for more information.

Adding Fonts Individually

Suitcase Fusion makes it easy to add fonts by searching through volumes, folders, and files to locate font files for you.

To add fonts to a library:

1. Launch Suitcase Fusion.
2. Select any item containing fonts—your hard drive, CDs, flash drives, network volumes, folders, or files.
3. Drag your selection into the **Fonts** pane to add them to the selected library. You can also drag fonts onto a library name or into a set within a library.

Adding Fonts as Sets

To retain any current organization you have for fonts—for example, if you have folders of fonts for specific projects—you can add the fonts as sets. Each folder becomes a set with the same name and contents as the folder.

To add fonts as a set, do one of the following:

- Choose **File > Add Fonts**, or press Ctrl-L. Use the **Choose fonts to add to library [name]** dialog to locate and select a folder of fonts, then click **Add**. A set is automatically created from the folder you select.
- Select folders on the desktop that contain fonts. Drag the folders onto a library in the **Libraries** pane of Suitcase Fusion 4. You can also drag the folder to an existing set to create a nested set.

NOTE

Suitcase Fusion 4 lets you create nested sets (sets within sets), but it does not automatically create them as you add folders of fonts. All the fonts within a folder will become a single set even if many folders of fonts are nested within the first folder. If you need to add nested folders as individual sets, select those folders and add them independently.

Adding Fonts Temporarily

Temporary fonts are managed by Suitcase Fusion until you log off or restart your computer. This is useful if you have fonts that are used only with a specific project and that you may not want on your system after working on the project.

By default, temporary fonts are added to Suitcase Fusion and left in place. Temporary fonts are never added to the Font Vault, so you do not need to change the Font Vault preference before adding temporary fonts.

Temporary fonts are listed as a blue dot with box around it in the status column of the Fonts, Sets, and Preview panes. Deactivated temporary fonts only show the box around the empty activation icon.

To temporarily add fonts to Suitcase Fusion:

1. Choose **File > Add Temporarily**(Ctrl-Shift-L).
2. Navigate to the font you want to add and click **Select**.

To deactivate and remove all fonts added temporarily:

1. Choose **Edit > Remove All Temporary Fonts**.
2. Suitcase Fusion displays a warning dialog. Click **OK**.

To remove some of the temporary fonts and not others:

1. In the **Fonts** pane, select the fonts that you want to remove.
2. Choose **Edit > Delete from Library**. You can also right-click the selected fonts and choose **Delete from Library** from the shortcut menu.

Adding Fonts “On Demand”

If you are working in a production environment, such as a service bureau or commercial print shop for example, you may need to temporarily activate fonts supplied by customers. For example, you may need access to those fonts just while that job is being output.

When you add a font “On Demand” it is activated immediately and *overrides any other fonts of the same name*. It is treated otherwise as a temporary font. Fonts activated on demand are also displayed in the font lists with blue temporary activation icon surrounded by a box. Just like other temporary fonts, “On Demand” fonts are removed when you log off or restart your computer.

This powerful feature is typically used by Service Bureaus and Print vendors who need to have Suitcase Fusion “forget” fonts when a job has been completed.

To add and activate an “On Demand” temporary font, hold down the Ctrl key and drag the font into a library or set. (You cannot add an “On Demand” font to the System Fonts.)

Scanning Fonts to Add

When you add fonts, Suitcase Fusion performs a scanning process that finds, examines, and organizes all the fonts. The amount of time the scan takes depends on a variety of factors, including: the number of fonts you’re adding, the speed of your computer and the media on which the fonts are stored.

- The progress of the scan displays in the **Activity** area across the bottom of Suitcase Fusion 4. A progress indicator gives information about the operation such as **Searching for Fonts** or **Processing Files**.
- Double-click the **Progress** button to display the **Activity Viewer**, which shows you the status of each font file being added. You can also choose **Tools > Activity Viewer**, or press Ctrl-0 (the digit zero).
- Click the **Stop** button in the **Activity** area at the bottom of Suitcase Fusion to stop adding the fonts. The fonts that are already added will remain in Suitcase Fusion. You can also click the **Stop** button for an individual font in the **Activity Viewer.**

Resolving Font Problems

When fonts are added to Suitcase Fusion, the scanning process and the information collected help you clean up your font library and make sure all your fonts are usable. Suitcase Fusion does not allow orphan bitmap or orphan outline fonts, so they are not an issue. However, corrupt fonts, duplicate fonts and missing fonts may still cause problems.

Corrupt Fonts

Corrupt fonts can be the source of document problems as well as cause operating system issues. Suitcase Fusion defines a corrupt font as any font for which the font resources cannot be opened, appear to contain inconsistent information, or have incorrect values in important fields of the font file resource.

Most of the time, if a font is corrupt, it cannot be repaired. However, there are certain types of minor problems that can be corrected, and there are certain types of problems that can be safely ignored. The scanning process identifies corrupt or problem fonts and, depending on the type of problem, Suitcase Fusion either fixes the problem and adds the font to the library, or gives you the option to add the fonts in-place.

If you choose to add any potentially corrupt fonts in-place, they are put into a new date-stamped set named “Problem Fonts” so that you can review them and take appropriate action.

Adding potentially corrupt fonts in-place does have risks. Corrupt fonts may still not activate properly, and may cause potential printing problems. The ability to add corrupt fonts in-place is only provided as a convenience if you are absolutely unable to obtain a fresh copy of the font from your backups or from the font foundry. It is highly recommended that you remove potentially corrupt fonts from your library as soon as it is no longer needed.

Duplicate Fonts

In Suitcase Fusion, a “duplicate font” is a font with the same Font Sense ID—meaning the exact same name, foundry, type, version number, FOND ID, kerning table, and outline file size as another font.

There are no “true” duplicates stored in a Suitcase Fusion Font Vault. This means that if you are storing all of your fonts in the Font Vault, if you add a font that contains exactly the same font metrics, it is not allowed into the vault. If you are adding fonts in-place, you can add the same font from multiple locations, and it is definitely possible to have the same font in Suitcase Fusion multiple times.

Since the criteria for duplicate fonts is so specific,and fonts can only be added to the Font Vault once, if you see several fonts with the same name in a library it’s either because the fonts were added in-place, or that you have different versions of the same font. For example, you may have two versions of a font, one that contains the Euro glyph, as well as an older one that does not. In this case, you may want to pare your libraries down to one version of each font.

To locate duplicate fonts:

1. Choose **Edit > Find Fonts**, or press Ctrl-F.
2. Choose **Duplicates** from the drop-down menu. This option shows different versions of the same font in the selected library.
3. If necessary, click the **Name** column to sort fonts alphabetically, and disable **View > Group Fonts by Family**.
4. Try to determine the differences between the fonts. If you need to display more information, choose options from **View > Columns**.
5. Once you determine the differences, decide which font to keep and delete the other font from the library. ***NOTE:*** Before deleting, create a backup of the fonts by collecting them to other media.

If you need multiple versions of the same font in a library—for example, in a library for advertisers’ fonts—you can leave “duplicates” in the library.

Missing Fonts

Suitcase Fusion notifies you of a missing font if you attempt to activate or preview a font that is missing. Fonts are considered missing if they are added in-place and then the original font file is removed, deleted or otherwise unavailable.

To indicate a missing font, Suitcase Fusion displays a red dot with a question mark in the activation status column.

To view the expected location of the font, enable the Location column in the Fonts pane by right-clicking the column header and choosing Location from the menu.

To locate and re-link missing fonts:

1. In the **Fonts** pane, click to select a missing font.
2. Choose **Edit > Locate Missing Font**. You can also right-click a missing font and choose **Locate Missing Font** from the shortcut menu.
3. Navigate to the missing font, or to the directory where you want Suitcase Fusion to search for the missing font.
4. To have Suitcase Fusion attempt to find and re-link other missing fonts in the same location, enable the **Automatically search for other missing fonts in this location** option.
5. Click **Select**.

Font Conflicts

If you attempt to activate a font that conflicts with an already open font, typically Suitcase Fusion deactivates the currently active font and activates the requested font instead.

You can control how Suitcase reacts to font conflicts by changing the settings in the Suitcase Fusion Preferences.

To tell Suitcase Fusion to warn you about font conflicts:

1. Choose **Edit > Preferences**.
2. Enable the **Notify if a Conflict Occurs** option.
3. Click **OK**.

With conflict notifications enabled, when Suitcase Fusion attempts to activate a font that conflicts with a currently active font, you will be presented with the option to either:

- **Activate the requested font:** this option activates the font that you requested or was requested by an auto-activation plug-in.
- **Keep the current font active:** this option prevents the new font from deactivating the currently active font.

Deleting Fonts

You can delete fonts for any reason—whether they're outdated, corrupt, orphans, unused, unlicensed, etc. Before deleting fonts, be sure that you no longer need the font in the library, and that you have a backup copy if you ever expect to use the font again.

When deleting fonts, it's important to understand how fonts are removed. Fonts are typically only removed from the location that you have selected in the Libraries window. This means that if you have a Set selected and delete a font, it is only removed from that set, not from the library.

If you have a library selected and delete a font, it is removed from that library. Typically, you will only have one library in Suitcase Fusion, so deleting it from the library removes the font entirely. If you have more than one library and a font resides in both libraries, you will need to remove the font from both libraries to entirely remove it.

Understanding Font Deletion

The consequences of deleting fonts in multiple libraries, fonts in a single library, and sets are different:

- If you delete a font that belongs to multiple libraries, it is only deleted from the current library.
- If you delete a font that is exclusive to the current library, it is deleted from Suitcase Fusion entirely.
- Deleting a set removes the set (and any subsets) but does not remove the fonts themselves from the library.

Deleting Fonts from a Library

Removing a font from one library does not remove it from all libraries. If you have the same font in another library, it will remain until removed.

To delete fonts from a library:

1. Launch Suitcase Fusion and select a library.
2. Select the fonts, families, or sets you want to delete.
3. Choose **Edit > Delete Font(s)**, or press Delete.
4. When the alert asks you to confirm the deletion, click **Remove**.

Collecting Fonts

You can collect fonts to create copies of fonts that reside in the Font Vault. Usually, you collect fonts so you can supply them to an output provider. You have three options for collecting fonts:

- Using the **File > Collect Fonts for Output** command in Suitcase Fusion 4 to collect selected fonts.
- Collecting fonts for output directly from graphic design applications using the auto-activation plug-ins.

Collecting Fonts from Suitcase Fusion 4

You can use the **Collect Fonts for Output** command to collect selected fonts.

To collect fonts for output from Suitcase Fusion 4:

1. Launch Suitcase Fusion.
2. Select sets, families, or fonts in the library.
3. Choose **File > Collect Fonts for Output**, or press Ctrl-D.
4. In the **Collect for Output** dialog, navigate to any drive, media, or location you wish and click **Select**.

A copy of all the fonts is placed in a folder named Collected Fonts in the specified location.

NOTE

When collecting for output, if a font was added to Suitcase Fusion in-place, the entire font file, and all faces included in that file are collected. So, even if you only have the italic face of a font selected, if the font file also contains other faces, they are also collected. For fonts that were added to the Font Vault, only the specific face selected is collected.

Collecting Fonts from Design Applications

Suitcase Fusion provides auto-activation plug-ins for popular graphic design applications (including Adobe Photoshop, Illustrator, InDesign, InCopy, and QuarkXPress) that add a **Collect Fonts for Output** command directly to the application. The Collect Fonts for Output feature creates a copy of all the fonts applied to text on printing pages in the active document (or layout).

When a document is finished and ready for delivery to a service bureau, you can collect fonts for output.

To collect fonts:

1. Open the document or select the layout and make sure no fonts are missing. The plug-ins cannot collect missing fonts.
2. Choose **Collect Fonts for Output**:
   - In Adobe Photoshop, choose **File >Automate > Extensis** and click **Collect Fonts for Output**.
   - In Adobe InDesign, InCopy, or Illustrator, choose **Type > Suitcase Fusion > Collect Fonts for Output**.
   - In QuarkXPress, choose **Utilities > Suitcase Fusion > Collect Fonts for Output**.
3. Use the directory dialog to navigate to a location for the new fonts folder.
4. Type a name for the folder in the field.
5. Click **Save**. Suitcase Fusion copies the fonts and places them in the new folder in the specified location.

You can deliver the folder of fonts to the service bureau or production department along with your other files.

NOTE

When collecting for output, if a font was added to Suitcase Fusion in-place, the entire font file, and all faces included in that file are collected. So, even if you only have the italic face of a font selected, if the font file also contains other faces, they are also collected. For fonts that were added to the Font Vault, only the specific face selected is collected.

Activating and Deactivating Fonts

Suitcase Fusion lets you quickly find the fonts you need, and then activate and deactivate individual fonts, families, and sets. You can work with fonts as follows:

- You can activate fonts permanently, so they're active every time you turn on your computer.
- You can activate fonts temporarily, so they're available until you shut down your computer, yet not active the next time you turn it on.
- Auto-activation plug-ins precisely activate fonts when you open documents in popular graphic design applications.
- Application Sets allow you to specify fonts to activate whenever you launch a specific application.
- Once fonts are active, they're available for use in all applications.
- When you're finished using fonts, you can deactivate them at any time.
- Suitcase Fusion shows fonts activated through your system, which are always active.

This version of Suitcase Fusion 4 also includes the ability to auto-activate WebINK fonts used within design documents. See ***Working with the Extensis Font Panel*** on page 61 for details.

Selecting a Library

The **Libraries** pane in Suitcase Fusion lists all of your font library collection. Click on a library to select it and begin working with its fonts and sets.

The libraries function as follows:

- In most cases, you will have only one library, and it is automatically selected for you.
- Any fonts activated through your system are listed in the System Fonts library.

NOTE: By default, the auto-activation plug-ins activate fonts across multiple libraries and they cannot create font sets from fonts in multiple libraries.

Activating Fonts

Suitcase Fusion allows you to activate and deactivate fonts as you need them. When a font is active, it's available to all applications. Suitcase Fusion provides a wide range of options for selecting fonts in the open library and activating or deactivating those fonts.

Depending on your needs and workflow, you can activate a typeface family while designing a new document, activate a set for a project, or activate a single font used in a document that you're editing.

Selecting Fonts to Activate or Deactivate

You can select individual fonts, multiple fonts, families, and sets to activate or deactivate:

- Click to select an item (a font, family, or set).
- To select multiple items, Ctrl-click each item.
- To select a range of continuous items, click the first item, then Shift-click the last item.
- To view families, choose **View > Group Fonts by Family**, or press Ctrl-E.
- To view individual fonts within a family, click the triangle next to the family name.

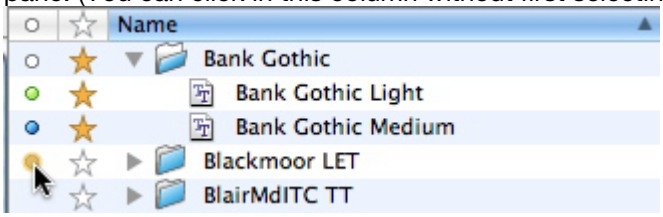
NOTE: You can select a combination of items at the same time, such as a family and an individual font, but you cannot select items in the **Libraries** pane and the **Fonts** pane at the same time.

Activating Selected Fonts

You can activate fonts temporarily (until you log off from your system) or permanently (until you deactivate them).

To temporarily activate selected fonts:

- Click the **Temporary** button on the toolbar.
- Choose **File** > **Activate**.
- Press Ctrl-O.
- Click in the **Activation** column, indicated by an open circle, to the left of a font or family in the Fonts pane. (You can click in this column without first selecting fonts.)



- In the **Libraries** pane, in the **Activation** column to the left of a Set name.
- In the **Preview** pane or a floating preview, click the activation icon to the left of the font's name.

To permanently activate selected fonts, click the **Permanent** button on the toolbar.

Activating Fonts Using Application Sets

An Application Set allows you to specify fonts to be activated when you launch a specific application.

With an Application Set:

- Fonts are activated temporarily; they will not be activated the next time you start your computer.
- If a font with the same name as a font in your Application Set is already active, the font in the set will not be activated.
- If you create multiple sets for the same application, the order in which fonts are activated for those sets may differ each time you launch the application.

Suggestions for using Application Sets

- Do not use an Application Set if the application has an auto-activation plug-in. The plug-in is more precise and will guarantee that the font in your document is activated when you open the document.
- Try to make sure all your fonts have unique names. This will limit or eliminate activation problems.
- Only create one Application Set for each application. Suitcase Fusion doesn't guarantee the order in which Application Sets are activated, so font conflicts between sets may be resolved differently at different times.

Deactivating Fonts

To deactivate a selected font, family, or set:

- Click the **Deactivate** button on the toolbar.
- Choose **File** > **Deactivate**.
- Press Ctrl-K.
- Click the button in the **Activation** column to the left of a font, family, set or font preview. (You can click in this column without first selecting fonts.)

Understanding Font Activation

Suitcase Fusion can activate an almost unlimited number of individual font files. As always with a font manager, the idea is to activate only the fonts you need, when you need them. Keeping hundreds or thousands of fonts active can impact the performance of your system and your applications.

Determining a Font's Status

To determine the status of a font, family, or set, check the state of the button in the **Activation** column to the left of it.

A blue dot means all the fonts are active temporarily.

A green dot means all the fonts are active permanently.

A hollow dot means some of the fonts in a family or set are active and some are inactive.

A blue diamond means fonts were automatically activated by a plug-in.

A box around the activation icon means that the font was added to Suitcase Fusion temporarily.

A red dot with a question mark indicates that the font was added in-place, and can no longer be located by Suitcase Fusion.

Activating Fonts Permanently

When you activate fonts permanently, they activate automatically each time you log on to your computer and stay active until you log off or shutdown.

Activating Fonts Temporarily

When you activate fonts temporarily, they stay active until you log off your computer.

In general, use permanent activation for fonts that you use daily, and use temporary activation for the fonts that you use for quick jobs. If you're going to work on a project for several days, you might activate its fonts permanently, then deactivate them when you're finished with the project.

Activating Font Faces Within Families

Suitcase Fusion activates a single font face at a time—not an entire typeface family or suitcase. For example, activating CaflischScriptPro-Light does not activate the entire Caflisch Script Pro family.

If you want to ensure that all variations of a typeface are available, select the entire family and activate it (**View > Group Fonts by Family**.

Updating Font Menus

In applications that dynamically update their font menus, active fonts are immediately added to the font list (these include most of the major graphics applications, such as QuarkXPress, Adobe InDesign, InCopy, Photoshop, and Illustrator).

If an application is not capable of dynamically updating its font menus, re-launch the application to access newly activated fonts.

The Font Management Core

Suitcase Fusion keeps fonts active through the use of a background application called the Font Management Core, or FMCore. Because the FMCore is always running in the background, you can exit Suitcase Fusion and still keep the fonts you want active.

The FMCore starts the first time you start Suitcase Fusion 4, then will automatically start every time you log in to your computer, unless you manually stop the core. To start the core after stopping it, you just need to start Suitcase Fusion 4.

To stop the FMCore:

1. With Suitcase Fusion 4 running, choose **Edit > Preferences**.
2. Click the **Type Core** tab in the Preferences window.
3. Click the **Stop FMCore** button in the Preferences window. In the warning dialog, click **Stop FMCore**. Suitcase Fusion 4 will close.

NOTE

You do not need to keep Suitcase Fusion open to keep fonts active or to activate fonts with the auto-activation plug-ins. Choose **File > Exit** (Alt-F4) to close Suitcase Fusion 4, but keep the FMCore running in the background.

Sorting and Finding Fonts

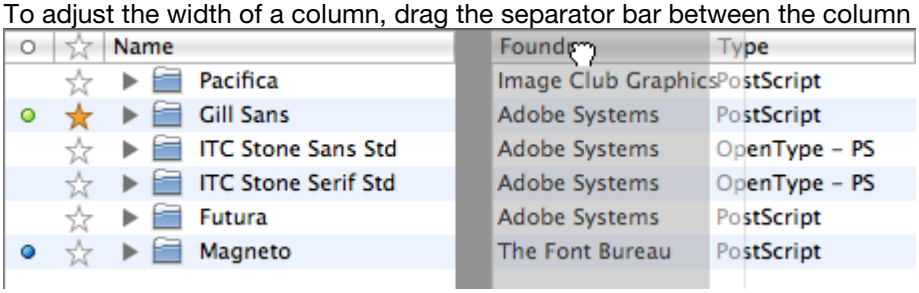
Suitcase Fusion provides many options for displaying the fonts within a library. You can decide which fonts to list and how much information you need about them (such as foundry, class, and version). In addition, you can arrange the columns of font information and sort fonts according to any criteria you prefer. Suitcase Fusion also allows you to list fonts individually—Minion, Minion Bold, Minion Italic, etc.—or by typeface family—just Minion.

The **Find** controls in Suitcase Fusion allow you quickly display specific collections of fonts within a library. For example, you can display only OpenType fonts, only active fonts, or only PostScript Serif fonts by Adobe. If you need to find the same collections of fonts over and over again, you can save find criteria as "smart sets," which update to display all the fonts in a library that match the smart set criteria.

Working with Columns of Font Information

The Fonts pane can display a column of font information for each font that includes: Type, Foundry, Class, Family, Version, Font Sense (number), Date Added, Menu Name, and Library. By default, Suitcase Fusion displays a column for Type, Foundry, Class, Family, Version and Library. You can display any combination of columns that is useful to you, arrange the columns so you can easily see the information you need, and sort fonts according to any column.

- **Display Columns**: Choose from the **View > Columns** menu or right-click a column heading to enable or disable columns of font information. If necessary, scroll to the right or expand the Suitcase Fusion window to see all the columns.
- **Arrange Columns**: Drag the column headings (such as **Type** or **Version**) to change the order of columns. To adjust the width of a column, drag the separator bar between the column headings.



- **Sort By Column**: Click a column head to sort fonts or families according to that information. For example, click **Class** to sort alphabetically by classification.

NOTE: Some columns of information are only displayed for certain libraries. For example, the **Design Enabled** column, which tells if a WebINK font can be used within Photoshop, will only be displayed if the WebINK library or a WebINK project is selected.

Font Families

When Suitcase Fusion groups fonts into a family, it uses the following criteria:

- **Name**: Fonts with the same family name.
- **Foundry**: Fonts are from the same foundry. Therefore, a Bauhaus font from Bitstream will be placed in a different family than a Bauhaus font from Monotype.
- **Type**: Fonts are the same type. Therefore, a PostScript Helvetica font will be placed in a different family from a TrueType Helvetica font.

These criteria often produce multiple families with the same name, such as a TrueType Times from Apple and PostScript Times from Adobe. To tell the difference between families, look at the **Type** and **Foundry** columns. In addition, if the current library has two different versions of a font with the same name, foundry, and kind, they will be placed in the same family. For example, you might have two different versions of Garamond-Book in the Garamond family.

Grouping fonts by family

Rather than list fonts individually in the Fonts pane, Suitcase Fusion can group fonts by typeface family. When fonts are grouped by family, you can perform font management activities on the entire family in one operation, including activating and deactivating, adding fonts to sets, changing font attributes, and collecting fonts.

To group fonts by family:

- Choose **View > Group Fonts by Family**.
- Press Ctrl-E.

To view and work with fonts in a family:

- To view the fonts within a family, click the arrow next to a family's folder.
- If you are displaying fonts according to specific find criteria, such as foundry, only fonts that fit the criteria are displayed within each family.
- To perform an operation on an entire family, such as activating it, click the family's folder. Ctrl-click to select multiple families. To select a range of continuous families, click the first item then Shift-click the last item.

Regrouping Font Families

If the way Suitcase Fusion creates typeface family groupings is not helpful, you can move fonts into other families and rename font families. For example, some foundries such as Letraset name each instance of a font individually, so there is no family name for Suitcase Fusion to use.

NOTE: Changing a font family affects the fonts in all libraries.

To rename a font family, click its name and type a new name.

To move fonts to other families:

1. Choose **View > Group Fonts by Family**.
2. Open a family containing fonts you want to move.
3. Select the fonts you want to move.
4. Drag the selected fonts to the new family.

To revert fonts to the default families:

1. Select a font or family.
2. Choose **Edit > Restore Families**.

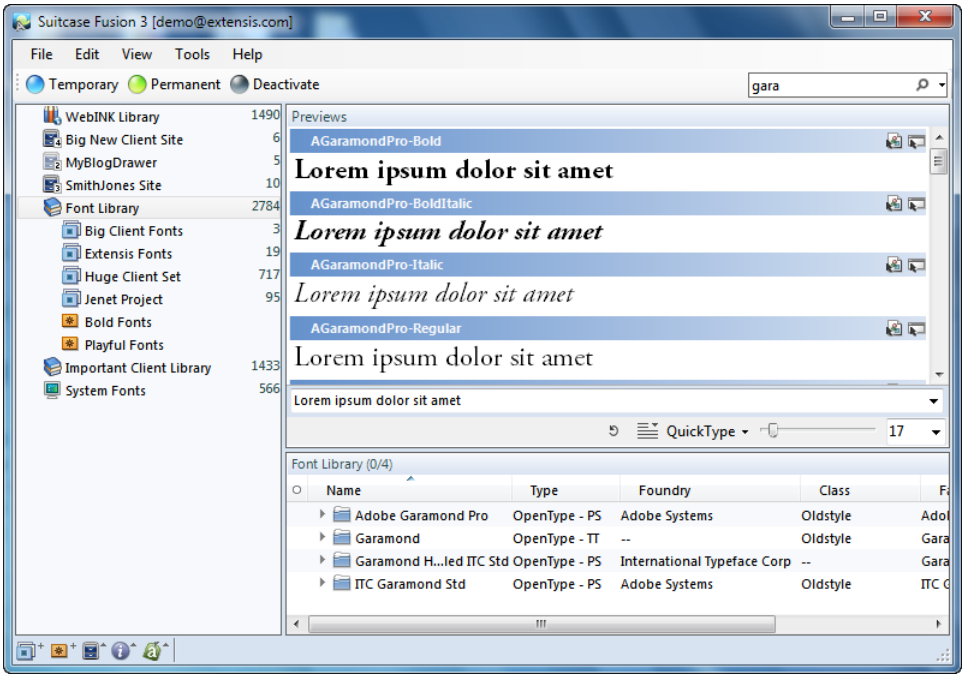
Using QuickFind

The **QuickFind** tool is the fastest way to locate a font or family within the selected library or set.

Select a library or set then click in the QuickFind field and starting typing. The **Fonts** pane automatically updates to show fonts or families that contain the characters you enter.

By default, QuickFind searches a number of font properties to find a match, including PostScript name, foundry, family, keywords, classification, and so forth. To narrow the parameters of your QuickFind search to a single font property, click the magnifying glass icon in the QuickFind field and select an option from the menu.

Click the delete button in the QuickFind field to clear the search and display all fonts and families in the selected library or set again.

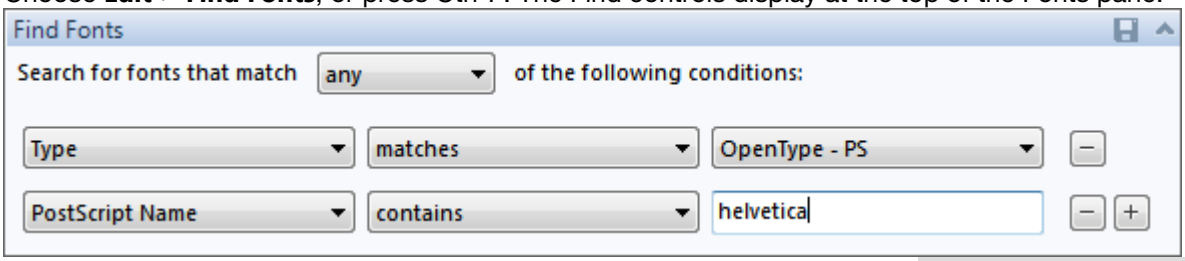


Specifying Find Criteria

If you need to search for fonts by more than name, the **Find** controls give you additional options. With this feature, you can search for fonts by any combination of attributes such as name, foundry, keywords, style, type, classification and version. When you specify find criteria, you specify the criteria (such as “foundry”), a qualifier for each criteria (such as “matches”), and a value for each criteria (such as “Adobe” for a foundry). Your find can include up to six different search criteria.

To search with the Find controls:

1. Choose **Edit** > **Find Fonts**, or press Ctrl-F. The Find controls display at the top of the Fonts pane.



2. Choose an option from the drop-down menu to specify whether you want to **Find fonts that match ANY of the following conditions** or **Find fonts that match ALL of the following conditions**. For example, do you want to find only fonts from Adobe that are OpenType PS—or do you want to find all fonts from Adobe and all OpenType PS fonts?
3. Choose find criteria from the **Criteria** drop-down menu: Postscript Name, Menu Name, Family Name, Activation, Duplicates, Font Sense ID, Type, Version, Classification, Foundry, Keyword or Style.
4. Depending on the criteria you select, different drop-down menus and fields let you specify exactly what you’re searching for. If you choose **Type** as the criteria, for example, you can choose **matches** or **does not match**, and then choose from a list of supported font types.
5. To add additional criteria, click the **Add** [+] button. To remove a criterion, click its **Remove** [—] button. ***NOTE:*** If you add search criteria, remember to check whether you are searching for fonts that match any or all of the search criteria.
6. As you specify find criteria, the **Fonts** pane updates to display only fonts in the selected library that match the criteria. When you finish finding fonts, click the arrow in the upper-right corner to hide the **Find** tools.

Using Smart Sets to Find Fonts

If you tend to find the same collection of fonts again and again—all OpenType PS Script fonts from Linotype, for example—you can save the find criteria as a smart set. When selected, a smart set automatically updates itself to display all fonts within the library that match the find criteria.

To create a smart set:

- **From Find criteria**: If the **Find** controls are displaying and the find criteria is already set up, click the **Save** icon. Double-click the new smart set that appears in the selected library to rename it.
- **From scratch**: Click the **New Smart Set** button below the **Attributes** pane. Use the **Find** controls above the **Fonts** pane to specify the smart set criteria, and double-click the new smart set that displays in the selected library to rename it.

To edit the criteria for a smart set, right-click the set and choose **Edit Smart Set** from the shortcut menu.

Using QuickMatch to Find Visually Similar Fonts

QuickMatch allows you to find fonts in your local libraries and, if you are connected to the WebINK service, in the WebINK Library.

To use QuickMatch:

1. Select a font (either locally or in the WebINK Library) that you want to match.
2. Select any preview type except Web Preview.
   NOTE: QuickMatch uses the characters in the preview text to match against; if there are characteristic letters in the font you are matching, add those or enter those in the preview text.
3. Choose **Edit > QuickMatch**.

The **Preview** pane shows the fonts from all available libraries that most closely resemble the selected font.

At this point you can:

- Change the number of results displayed using the **Results** drop-down menu above the previews.
- Choose a different library to match against.
- Select another font from the **Fonts** pane; the QuickMatch results will be updated automatically.
- Select a font in the **Preview** pane and add it to a set or a WebINK project, or perform a QuickMatch using it as the font to match against.

Favorites

Suitcase Fusion 4 allows you to easily mark fonts as favorites, then use this when sorting or searching for fonts.

You can mark favorites in any library, including the WebINK library and Google Web Fonts.

To mark a font as a favorite, click the star ☆ icon in the Fonts list, in the Previews list, or in a floating preview pane.

Favorites appear with a “gold star” icon.

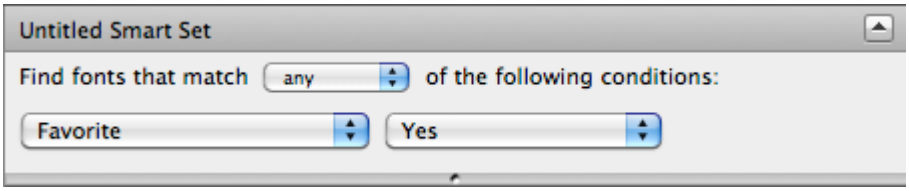
To clear a favorite, click the star ★ icon again.

A Favorites smart set

If you create a smart set with your favorites, it will always reflect your current choices. When you mark a new favorite, it is automatically included in the set; when a font loses favor, it is removed.

To create a Favorites smart set:

1. Mark some fonts as favorites.
2. Choose **File > New Smart Set**.
3. In the Smart Set definition panel, choose **Favorite** from the first conditional pop-up menu, then choose **Yes** from the second.



4. Close the Smart Set definition panel.
5. Change the set name to something relevant, such as “Favorites.”

Previewing Fonts

While you're designing a document, you may need to identify a font by look rather than by name. To quickly show you what fonts look like, Suitcase Fusion displays live previews of fonts selected in the **Fonts** pane. You can edit the preview text, choose the type of preview, adjust the size, and change the text and background colors.

Encoding-aware previews

If you select a font that does not contain the characters in your preview, whatever the preview mode, Suitcase Fusion will display the characters that exist in the font. For example, if you attempt to preview an Arabic or Asian font that does not contain traditional Roman characters, instead of displaying nothing, Suitcase Fusion displays the characters that actually exist in the font.

Customizing Preview Text

You can display any text you want in the **Preview** pane by choosing options from the **Preview Type** drop-down menu and entering new text.

NOTE

The **Web Preview** option allows you to display a live web page or local HTML file for testing WebINK fonts. Please see ***Previewing a Website or HTML file*** on page 40 for more information on using Web Preview.

Preview Types

- **ABC 123**: Displays the alphabet in uppercase, the alphabet in lowercase, and the numerals and symbols found at the top of the keyboard.
- **Waterfall**: Displays a partial alphabet and sample numerals at various sizes. The sample text field includes a drop-down menu that allows you to choose other text samples.
- **Paragraph**: Displays a full paragraph of text.
- **QuickType**: Quickly enter a line of text to preview. The sample text field includes a drop-down menu that allows you to choose other text samples.

You can type or paste new text for the preview into the sample text field as well.

To display the sample text field, click the button at the bottom of the **Previews** pane.

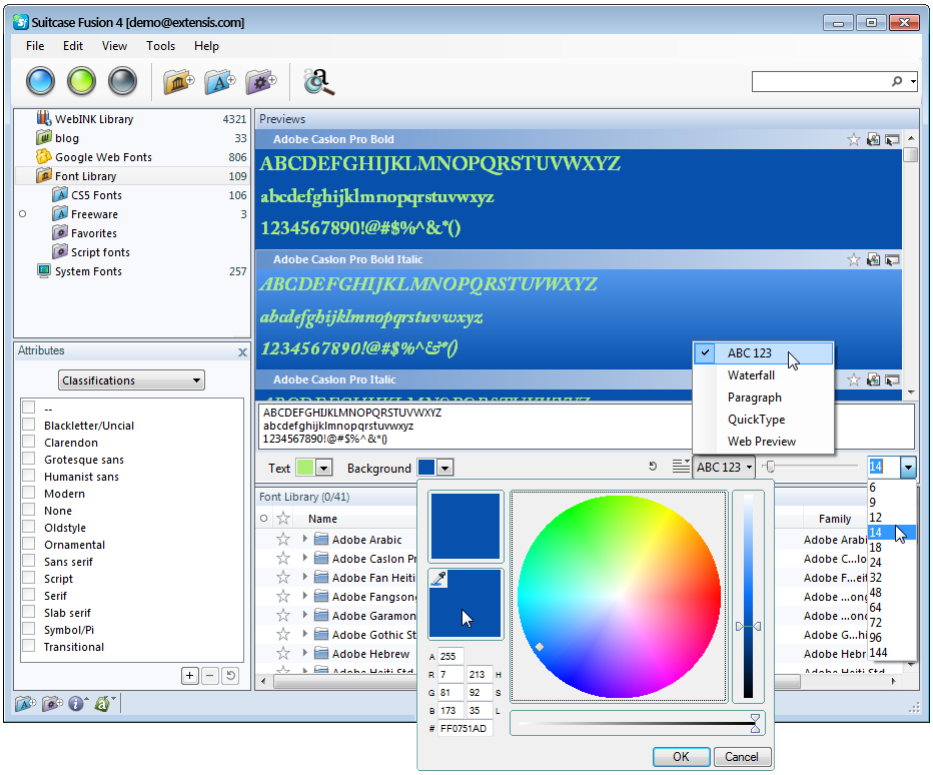
Text Size

You can display fonts in all the **Preview Types** in sizes from 9 point to 144 point. Drag the **Preview Size** slider or choose a point size from the drop-down menu to see the selected fonts at different sizes.

Waterfall text is displayed in three sizes: 2/3 of the chosen size, the chosen size, and 150% of the chosen size.

Preview Colors

You can change the text and background color for the **Previews** pane. Click the **Text** color swatch to change the text color, and the **Background** color swatch to change the background color. To return to the default colors, click the **Reset** button next to the **Background** color swatch.



Previewing a Website or HTML file

To preview a website in Suitcase Fusion:

1. If you are not already connected to the WebINK service, choose **File > Connect to WebINK** and enter your username and password.
2. Choose **Web Preview** from the **Preview Type** pop-up menu.
3. Enter the address of the website or specific page that you want to preview in the address bar at the top of the preview panel, then press Enter.

To preview an HTML file in Suitcase Fusion:

1. Choose **Web Preview** from the **Preview Type** menu at the bottom of the window.
2. Click the drop-down button at the end of the address bar and choose **Browse**.
3. Select the file you want to preview.

Customizing the Web Preview

You can customize the Web Preview by applying a WebINK font to any text element on the page, or to the entire page.

In order to preview WebINK fonts, you need to connect to the WebINK service. You can then use fonts from the WebINK Library or any of your projects. You can even mix fonts from multiple sources on the preview.

NOTE: Although you can use fonts from your local system in the Web Preview, you will not be able to add those fonts to a project.

Before you start changing elements of the preview, you may find it useful to display the Web Preview selection controls, which give you information about the selected element and tools to use on the Web Preview.

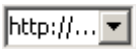
Selecting preview elements

- To select an element on the preview page, click it once.
  Selected elements are surrounded by a dotted marquee.
- To select multiple elements, hold down the Control key and click each element.
  NOTE: Depending on how the page is structured, you might click on part of a page that selects the parent element of several elements (such as an entire list rather than one item in the list).
- To deselect an element, hold down the Control key and click the element.

Web Preview controls

Back and **Forward**

Page through visited websites, removing any formatting changes.



Address Bar

Enter any web address, select any previously visited address from the drop down menu, or select **Browse** from the menu to open any local HTML file.

Reload page

Removes any formatting and reloads the current page.

Stop

Stops loading the current page.

Selection information

Displays the HTML tag and class of the current selection. If you have applied a WebINK font to the selected element, that information is displayed as well.

Font Painter

To apply a font to multiple elements, click a font thumbnail, click the Font Painter button, then click elements on the Web Preview. Click Font Painter again when you are finished.

Font Filter

Hides font thumbnails for all fonts that you have not applied to the Web Preview.

Select Body

Selects the entire body of the web page.

Clear selections

Removes all selections and resets the formatting.

Previous Change and **Next Change**

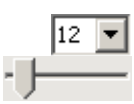
Allows you to review the changes made to a page one at a time.

Restore style

Restores the original style to the selected elements.

Font thumbnail

The font thumbnails give an example of a few characters in the font. Click a thumbnail to apply the font to an element, or drag thumbnails to a WebINK project.



Font size

Select different font sizes from the drop down menu or by moving the slider.

Floating Previews

Floating previews are helpful when you want to preview a number of fonts in the context of a project without activating the fonts. Floating previews are torn off from preview window, but still respond to any changes in preview text, color, and size. To be most useful, you will likely want to use this feature in conjunction with QuickType previews.

Until they are closed, floating previews always display on top of all other applications in operating system.

Tearing off a floating preview

To tear off a floating preview:

1. Choose one or more fonts in the **Fonts** pane.
2. For each font preview that you want to create a floating preview, click and drag the **Floating Preview** button off the Suitcase Fusion window. As you change preview type, text and size, the floating preview updates to reflect your changes.

Activating and deactivating

Just like all other font previews, you can activate or deactivate a font directly from the floating preview.

To activate or deactivate the font, click the activation status icon in the floating preview.

Closing multiple floating previews

If you have multiple floating preview windows on your desktop, it can be tedious to click the close icon on all of the previews. To make it faster to close multiple floating preview windows, they can be merged down into a single preview and then closed.

To close multiple floating previews:

1. Choose **Tools > Floating Previews > Merge** or press Ctrl-Shift-M
2. Click the close icon on the floating preview.

Font Snapshot

You can “tear off” a preview and save it as a picture file, for use as a reference, for customer approval, or for use in a graphics application.

Previews are saved as 72ppi Portable Network Graphic (PNG) files with a transparent background.

To save a preview as a graphic:

1. Choose any type of preview except Web Preview.
2. Enter the text you want to use for the preview.
3. Select the font to preview.
4. Set the desired font size.
5. Drag the icon in the preview’s title bar to the desktop or a folder.

The resulting file will be named for the font you are previewing.

NOTE: Font Snapshot is only available for locally-installed fonts, not for WebINK fonts.

Printing Preview Pages

Even in our digital world, you sometimes just need to see something on paper for it to make sense. For this reason, Suitcase Fusion includes the ability to print sample pages of fonts in the preview window.

To print sample pages:

1. In the Fonts pane, select the fonts that you want to include in a printed sample page.
2. Customize the preview type, text and size.
   The sample pages include text across the width of a printed page using your text and size settings.
3. Choose **File > Print Preview**.

NOTE: If you have a large number of fonts in the preview pane, or a very large point size selected, it may take a long time and many pages to print.

The Glyph View Window

The Glyph View Window allows you to view and compare the glyphs from selected fonts. This tool can be helpful when:

- Comparing the details of a specific glyph in multiple fonts.
- Locating a specific character or symbol within a font.
- Determining how robust the character palette is in a font.
- Needing to know the Unicode value of a character, and what keyboard commands are used to create it.

To open the Glyph View window:

1. Select one or more fonts or font families in the Fonts pane.
2. Choose **Tools > View Glyphs**.
3. In the Glyph View window, choose a font from the **Font List** drop down menu. The entire font's character set displays in the Glyph View window.
4. To narrow down the glyphs displayed, choose a code page from the **Show** drop down menu.
5. Hover over a glyph to display that glyph's Unicode number and if available, how to make that glyph with the keyboard.
6. Double-click a glyph to add it to the list of saved glyphs.
7. Use the left and right arrows to display the next or previous font.

Working with Sets

Within each library, you can group fonts into “sets” for specific clients, jobs, applications, or templates. An ad agency, for example, might create sets for client names and job numbers, while a magazine publisher might create sets for each issue or page spread.

Sets contain references to the original font, so placing a font into a set does not copy or in any way increase the size of your font library.

Sets display in the **Libraries** pane within each library, and they help you organize fonts within a library. Sets can contain one or many fonts, as well as other nested sets.

You can create as many sets as you need, place sets within other sets, and place the same font in more than one set.

Once fonts are in a set, you can manipulate the fonts as one unit. For example, you can activate all the fonts, deactivate all the fonts, or collect all the fonts for delivery to a service bureau.

Creating Sets

You can create an unlimited number of sets in each library, and you can place an unlimited number of fonts into each set. You can create empty sets and drag fonts into them, you can add fonts as sets, and create sets from open documents.

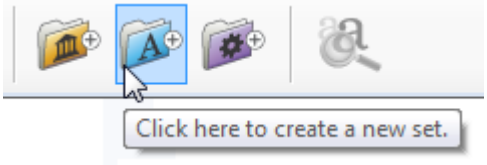
NOTE

Suitcase Fusion 4 allows you to create multiple sets with the same name. Although there is nothing wrong with this, you may want to give each set a unique name to avoid confusion.

Creating a set

To create a new set, you can do one of three things:

- Choose **File > New Set**.
- Press Ctrl-N
- Click the **Create Set** button on the toolbar.



The new, untitled set’s name is automatically highlighted so you can change its name.

Adding and removing fonts

To add fonts to a set:

1. In the **Fonts** pane, select the fonts you want to add to the set.
2. Drag the fonts to the set.

You can also drag fonts from the desktop into a set. This adds them to both the library and the set at the same time.

To remove fonts from a set:

1. Open the set containing the fonts you want to remove.
2. Select the fonts to remove.
3. Choose **Edit > Delete from Set**.

Removing fonts from a set does not remove them from the library, or from a parent set.

Creating a set from selected fonts

To create a new set from selected fonts:

1. Select fonts in the **Fonts** or **Previews** pane.
2. Choose **File > New Set from Selection**.
   You can also right-click on one of the selected fonts and choose **New Set from Selection** from the shortcut menu.

The new set will be created at the top level of the library.

Creating a set from a folder of fonts

You can create a set from a folder of fonts. This helps you retain any current organization you have for fonts, such as folders for individual clients or projects.

To create a set from a folder of fonts, do one of the following:

- Choose **File > Add Fonts**, or press Ctrl-L. Use the **Choose fonts to add to library** dialog to locate and select a folder of fonts, then click **Add**. A set is automatically created from the folder you select.
- Select a folder of fonts in Windows Explorer. Drag the folder onto a library in the **Libraries** pane of Suitcase Fusion. You can also drag the folder to an existing set to create a nested set.

NOTE: Suitcase Fusion will only create one set containing all the fonts in the selected folder and its sub-folders. It will not create nested sets from any sub-folders in the selected folder.

Creating Application Sets

An Application Set is a set of fonts that will be activated temporarily when you launch an application.

> ***NOTE***
> You should not use Application Sets for applications that have an auto-activation plug-in. The plug-in uses Extensis Font Sense technology to ensure that the precise font used in a document will be activated, whereas the Application Set cannot override a font with the same name that is already active.

To create an Application Set, do one of the following:

- Choose **File > New Application Set**, then select the desired application.
- Select an existing static set and choose **File > Convert to Application Set**.

Once you have created an application set, use the standard methods to add and remove fonts from the set.

To convert an existing set into an Application Set:

1. Right-click on the set to convert.
2. Choose **Convert to Application Set** from the shortcut menu.
3. In the **File** dialog, select the application you want to associate with the set and click **OK**.

NOTE: You can only convert static sets, not smart sets.

Creating Sets from Open Documents

Suitcase Fusion includes auto-activation plug-ins for popular graphic design applications (including Adobe Photoshop, Illustrator, InDesign, InCopy, and QuarkXPress) that add a **Create Document Set** command directly to the application. The Create Document Set feature creates a set consisting of all the fonts applied to text on printing pages in the active document (or layout).

For example, a 20-page newsletter created using InDesign might use 90 or more diverse fonts. Creating a set in Suitcase Fusion and then locating and adding each font to it would be difficult and time consuming. The auto-activation plug-ins can find the fonts and create the set automatically. The set will be built from the fonts available in the current library.

To create a set from a document:

1. Open a document and make sure all the fonts are active. (In QuarkXPress, open a project and select a layout.)
2. Select the desired library:
   - In Adobe Photoshop, choose **File > Automate > Extensis** and choose a library from the **Select Library** drop-down menu.
   - In Adobe InDesign, InCopy, or Illustrator, choose **Type > Suitcase Fusion > Library** and select a library.
   - In QuarkXPress, choose **Utilities > Suitcase Fusion > Library** and select a library.
3. Choose **Create Document Set** (from the Extensis dialog in Photoshop, the **Type > Suitcase Fusion** submenu in Illustrator, InCopy, and InDesign, or the **Utilities > Suitcase Fusion** submenu in QuarkXPress).
4. Type a name for the set.
5. Click **OK**.

If the fonts in the file change, be sure to recreate the set or add the new fonts to the set manually.

Modifying and Deleting Sets

You can make changes to any sets you create, including copying fonts to other sets, deleting fonts from sets, and deleting entire sets of fonts.

Renaming a Set

To rename a set, double-click the set name and type a new name.

Moving fonts between sets

To move fonts from one set to another:

1. Select the fonts in the first set.
2. Drag them to the second set.

Copying fonts between sets

To copy fonts from one set to another:

1. Select the fonts in the first set.
2. Hold down the ***ALT*** key and drag the fonts to the second set.

Copying sets between libraries

To copy a set from one library to another:

1. Select the set in the first library.
2. Drag it to the second library.

Fonts are copied to the second library, and the original set is not changed.

Removing Fonts from a Set

You can modify the contents of your sets by removing fonts from them. For example, you may change the fonts required for a job and wish to update the set.

To remove fonts from a set:

1. Open the set containing the fonts you want to remove.
2. Select the fonts to remove.
3. Choose **Edit > Delete from Set**.

Deleting Sets

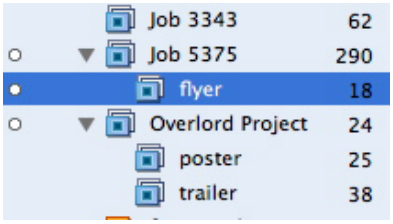
You can delete entire sets, which will delete the set folder and any nested sets. Deleting a set does not remove fonts in the set from Suitcase Fusion.

To delete a set:

1. Select the set to delete.
2. Choose **Edit > Delete Set**.

Nesting Sets

When organizing fonts, you can place sets within other sets, then manipulate the sets individually or all at once. For example, if you're working on a magazine, you may have a set for the entire magazine that contains an individual set for each section. When you're printing a proof of the magazine, you can activate the entire set. However, if you're only editing one section, you can activate just the set for that section.



You can nest sets indefinitely. This way you can create a few "master sets" for storing all your other sets. You can work with nested sets as follows:

- **Nesting Existing Sets**: To nest an existing set, select it and drag it onto another set.
- **Removing a Set from its Nest**: To move a set outside its parent set, drag it above the set name.
- **Viewing Nested Sets**: To see nested sets, click the triangle next to the set name to reveal all nested sets.

Working with Smart Sets

A Smart Set is a special kind of set that updates automatically according to criteria that you define. If you tend to search for the same collection of fonts again and again—all OpenType PS from Font Haus, for example—you can create a smart set. In this case, the smart set will display all the fonts in the library for which the Type is OpenType PS and the Foundry is Font Haus.

To create a smart set:

- **From Find criteria**: Choose **Edit > Find Fonts**. Specify the Find criteria, then click the **Save** button. Double-click the new smart set name in the **Libraries** pane to rename it.
- **From scratch**: Click the **New Smart Set** button below the **Attributes** pane. In the **Find** panel, specify the search criteria, and double-click the new smart set in the **Libraries** pane to rename it.

To edit the criteria for a smart set, right-click the set and choose **Edit Smart Set** from the shortcut menu.

Exporting and Importing Sets

As a convenience, Suitcase Fusion allows you to export selected sets in a set definition file (SDF). SDF files contain information about your set, including the set names as well as the Font Sense IDs of the fonts contained within the set. SDF files do not include the actual font files.

Exporting a set can be handy to share your set organization with other users, or as a backup method in case you inadvertently delete one or more sets.

To export a set definition file:

1. In the **Libraries** pane, select one or more sets to export. To export all sets in a library, click to select the library name.
2. Choose **File > Export Sets**
3. Type a name for the SDF file and click **Export**.

Importing a set creates new sets in the selected library from the SDF file.Suitcase Fusion will not overwrite your current sets. If you have existing sets with the same name, Suitcase Fusion creates a new set with the same name upon import. So, importing the same SDF multiple times into a library, creates duplicate sets with the same names.

To import a set definition file:

1. In the **Libraries** pane, select a library name in which to place the imported sets.
2. Choose **File > Import Sets**
3. Navigate to the SDF file and click **Import**.

Font Attributes

A font's attributes are pieces of information about the font, especially as it is used in your workflow. Most fonts come with pre-defined attributes (such as *Foundry*), and you can modify existing attributes and add new ones to aid in the way you organize and use fonts.

Attributes are applied to fonts, so they are consistent through all sets and libraries.

Changing attributes does not affect the actual font file, only how its properties are displayed in Suitcase Fusion.

Available attributes are:

Classification: A font's Classification (sometimes shortened to *Class*) describes its general look in historic terms. Each font can have only one classification. Suitcase Fusion assigns a classification when you add a font, but since this is a subjective assignment, you can change it.

Foundry: The name of the company that licensed the font to you. Each font can have only one foundry assigned. Suitcase Fusion attempts to extract this information from the font, but you can modify it if necessary.

Keywords: Keywords are words or short phrases that you assign to a font. These can be anything you need to help organize and find fonts, such as client or project information, or even a "rating." Fonts can have multiple keywords.

Styles: Styles are descriptions of typographic embellishments applied to a font, such as bold or italic. Suitcase Fusion applies styles to fonts as you add them, usually based on clues in the font name. Sometimes you may disagree with a style assignment, so you can change them. Fonts can have multiple styles applied, and you can create your own to suit your needs.

Working with Attributes

You can work with font attributes in the **Attributes** panel of Suitcase Fusion. To show the **Attributes** panel, click the **Attributes** button in the lower left corner of the Suitcase Fusion window.

- Use the drop-down menu at the top of the **Attributes** panel to view a specific set of attributes (Classifications, Foundries, Keywords, and Styles).
- Click the checkboxes in the **Attributes** panel to assign or remove specific attributes to selected fonts. Click the **Add** button to add a new attribute, or click the **Remove** button to remove an attribute. Click the **Restore** button to restore the original attributes.
- To edit an attribute, double-click its entry in the **Attributes** list.
  NOTE: You cannot change or remove built-in attributes, only those that you create.
- You can use the **Find** panel to find fonts matching one or more attributes.
- You can create a Smart Set based on your Find results to display an up-to-date list of fonts matching your criteria.
- In the **Fonts** list, you can display columns that show the **Foundry** and **Classification** attributes for all fonts. You can sort the list on any column.

Using Attributes to Find Fonts and Create Smart Sets

The **Find** panel of Suitcase Fusion lets you find fonts based on multiple criteria, including attributes.

For details on using the **Find** panel, see ***Specifying Find Criteria*** on page 37.

> ***NOTE***
> Find operations work on the currently-selected library or set; if the results are not what you expected, make sure you have selected the correct starting point.

Example: Finding fonts with no keywords

1. Select a library or set to search within.
2. Press Ctrl-F to open the **Find** panel.
3. In the second row of the **Find** panel, choose **Keyword** from the first drop-down menu.
4. Choose **no keyword assigned** from the second drop-down menu.

The Font list is updated to show fonts that have no keywords.

If you save these Find criteria as a Smart Set, you will have one-click access to a current listing of fonts with no keywords.

To save Find criteria as a Smart Set:

1. Click the **Save** button at the top right of the **Find** panel.
   The Smart Set will be added to whatever library or set you selected originally.
2. Type a name for the Smart Set that reflects the nature of the Find criteria.

At any time, you can edit the Smart Set's Find criteria, and move or copy it to another set or library.

For more information on Smart Sets, see ***Working with Smart Sets*** on page 47.

Using Attributes to Sort Fonts

You can sort the **Font** list by clicking on a column head to sort by that criterion. Click a second time to reverse the sort direction.

You can include columns for the attributes Classification and Foundry in the **Font** list.

To add a column to the Font list:

1. Right-click anywhere in the **Font** list column header.
2. Choose the column to add from the shortcut menu.

Items in the shortcut menu that have a checkmark are already displayed in the Fonts list; you can remove a column by selecting the corresponding checked item.

To move a column in the Fonts list:

1. Click and hold the column head.
2. Drag the column left or right until it appears where you want it.
3. Release the mouse button.

Example: To sort by Classification:

1. Select a library or set to work in.
2. Right-click in the column header of the **Font** list and choose **Class** from the shortcut menu.
   If the **Class** entry in the menu has a checkmark, then just click outside the menu to cancel the operation.
3. Locate the **Class** column in the **Font** list. Click and hold in the **Class** column header, drag the column left or right to where you want it to be displayed, and release the mouse button.
4. Click on the **Class** column head to sort the font list by Classification. Click again to sort in the opposite direction.

NOTE
A double hyphen (––) entry for Classification means "unknown" or "unspecified."

Applying and Removing Font Attributes

Changes you make are applied to the font only within the context of Suitcase Fusion; the physical font files are not modified.

Changes are displayed in all sets and libraries. Since attributes can be used as search and Smart Set criteria, make sure the changes you make are appropriate for all occurrences.

To change attributes applied to fonts:

1. If necessary, click the **Attributes** button to display the **Attributes** pane.
2. Select the attribute category you want to change from the drop-down menu at the top of the **Attributes** pane.
3. Select a library or set to work in.
4. Select one or more fonts or families in the **Fonts** list.
   To view the **Fonts** list by family, choose **View > Group Fonts by Family**.
5. Check the box next to an attribute to apply it to the selected fonts, or clear the checkbox to remove the attribute from the selected fonts.
   For Keywords, you can create a new keyword and apply it; click the **[+]** button at the bottom of the Attributes pane, enter the new keyword, then check its box.

NOTE
You can't remove Classifications or Foundries from a font. You can either change the attribute or assign the double hyphen (–– at the top of the list of attributes) to indicate "unassigned."

TIP: To apply an attribute to multiple fonts as soon as you import them, import them as a set, select all the fonts in the set, apply the attribute (or attributes), then delete the set. Fonts imported as a set remain in the library that the set is imported into. See ***Creating a set from a folder of fonts*** on page 45 for more information.

Reverting to Default Attributes

You can restore the default values for an attribute for any font. Since attributes can be used as Smart Set criteria, make sure that reverting to the default value will not interfere with Smart Sets.

NOTE: You can't restore the default Keywords for a font.

To revert an attribute to its default:

1. If necessary, click the **Attributes** button to display the **Attributes** pane.
2. Select the attribute category you want to change from the drop-down menu at the top of the **Attributes** pane.
3. Select a library or set to work in.
4. Select one or more fonts or families in the **Fonts** list.
   To view the **Fonts** list by family, choose **View > Group Fonts by Family**.
5. Click the **Restore** button.

Creating, Editing, and Deleting Custom Attributes

You can also create, edit, and delete custom values for attributes.

To create a custom attribute:

1. If necessary, click the **Attributes** button to display the **Attributes** pane.
2. Select the attribute category you want to change from the drop-down menu at the top of the **Attributes** pane.
3. Click the **Add** button.
4. Type a name for the new attribute value (for Keywords, type the new keyword or phrase).

The new entry will appear in the **Attributes** pane in alphabetical order. It can be applied to any font in any library.

To edit a custom attribute:

1. If necessary, click the **Attributes** button to display the **Attributes** pane.
2. Select the attribute category you want to change from the drop-down menu at the top of the **Attributes** pane.
3. Double-click the attribute value that you want to change.
4. Type the modified attribute value (for **Keywords**, type the keyword or phrase).

NOTE: If the attribute value you change had been previously applied to a font, the font will now have the new value applied instead.

To delete a custom attribute:

1. If necessary, click the **Attributes** button to display the **Attributes** pane.
2. Select the attribute category you want to change from the drop-down menu at the top of the **Attributes** pane.
3. Click the attribute value you want to delete.
4. Click the **Delete** button.

NOTE: If you delete an attribute that has been assigned to a font, it will be removed from that font. If the value was a Classification, Foundry, or Style, the default value will then be applied to each font.

Classifying Fonts

When fonts are added to Suitcase Fusion, they are automatically assigned a classification. A font's classification is determined by comparing the font's family name to an internal database of font family names and their classifications. If Suitcase Fusion is unable to determine a font's classification, two hyphens display in the Class column.

The default font classification is not always appropriate or desirable, often due to the subjective nature of font classification. Although the classifications are based on conventional typographic principles, font classification is not a science. That's why Suitcase Fusion makes it possible to change a font's classification and create classifications.

The default classifications are:

Blackletter/Uncial: A Blackletter typeface, such as Goudy Text, is characterized by medieval or old English lettering, with ornate capitals, roughly diamond-shape serifs, and thick, mostly-vertical strokes. Uncial, generally perceived as Celtic or Irish, is also an archaic form, with rounded letters and calligraphic qualities. American Uncial is a common Uncial typeface.

Clarendon: A Clarendon (or Ionic) typeface, such as Bookman, is an offspring of the slab serif typefaces in which the serifs are bracketed and the letterforms are more akin to sans serif letters, although contrast is usually low. They are popular for newspaper work because the sturdy serifs hold up well under adverse printing conditions. Besides Clarendon itself, Bookman is the most common Clarendon typeface.

Grotesque sans: A Grotesque sans typeface, such as Univers, is the original sans serif letterform—functional and utilitarian. (Note that the term is a classification, and not a judgment of beauty.) Helvetica and Franklin Gothic are common Grotesques.

Humanist sans: A Humanist sans typeface, such as Gill Sans, is a sans serif typeface inspired by other letterforms, commonly serif or inscriptional models. Syntax and Optima are Humanist sans serifs.

Modern: A Modern serif typeface, such as Fenice, is characterized by vertical stress and strong contrast. Modern serifs and horizontals are very thin, almost hairlines. The serifs join to letters with an angle rather than a rounded join. Bodoni is the most common Modern typeface.

Oldstyle: An Oldstyle serif typeface, such as Garamond, is characterized by low to moderate contrast, diagonal stress, and serifs with a rounded join to the letter. Goudy Oldstyle and Garamond are common Oldstyle typefaces.

Ornamental: An Ornamental typeface, such as GiddyUp, is unusual or ornate, and either doesn't fit cleanly into other categories or is really only suitable for use at display sizes. This includes inline, outline, and engraved typefaces. Examples include Desdemona, Colonna, and Edda.

Sans serif: A Sans serif typeface, such as Arial, is characterized by little to no contrast and no serifs. The sans serif classification includes only sans serif fonts that do not fit in the grotesque and humanist classifications. This includes geometric designs such as Avant Garde, and Art Deco faces such as Bodega Sans and ITC Anna.

Script: A Script typeface, such as Zapfino, is based on hand lettering, whether with a broad-edge pen, a flexible steel nib, or a brush. This includes everything from children's handwriting to beautiful and ornate Elizabethan roundhand. Common Script typefaces include Shelley, Brush Script, Present Script, and Mistral.

Serif: A Serif typeface, such as Cochin, is characterized by the finishing strokes on characters that help lead the eye across a line. The Serif classification includes only serif fonts that do not fit well into a sub-classification such as Oldstyle, Transitional, Modern, Clarendon, or Slab. This includes typefaces with unusual serifs, such as the triangular serifs of Versailles.

Slab serif: A Slab serif typeface, such as Courier, is characterized by block-like rectangular serifs, sticking out horizontally or vertically with the same thickness as the body strokes. The serifs join with an angle rather than a rounded join. The letters have little or no contrast, and they often look like sans serif letters with slab-like serifs tacked on. Rockwell and Glypha are common Slab serif typefaces.

Symbol/Pi: A Symbol/Pi typeface, such as Zapf Dingbats, is a collection of symbols or pictures assembled into a font. Wingdings is a common Symbol/Pi typeface.

Transitional: A Transitional serif typeface, such as Baskerville, is characterized by vertical stress and slightly higher contrast than oldstyle typefaces, combined with horizontal serifs and greater symmetry. Baskerville is a common Transitional typeface.

Working with Auto-Activation Plug-ins

To automatically activate precisely the correct fonts used in documents, Suitcase Fusion includes plug-in software modules that use the Extensis Font Sense technology.

The plug-ins save Font Sense metadata—information that uniquely identifies fonts—with documents, and then use that metadata to automatically activate the correct fonts when you open a document.

In addition, to enable precise font identification and activation, the plug-ins can identify all the fonts used in a document, and then create a set or collect the fonts for delivery to a service bureau. The **Create Document Set** feature and the **Collect Fonts for Output** feature both streamline the process of locating all of the diverse fonts used in documents.

NOTE

Adobe Photoshop provides a single panel with buttons and menus to access the Extensis plug-in features. These differences are specifically identified in this documentation.

Understanding Font Sense Technology

As most publishers know, when you open a document and it requires a specific font, activating any font with that name is not an option. In the font world, Helvetica is not Helvetica is not Helvetica. Even fonts from the same foundry, such as Adobe Garamond, exist in multiple versions. Using the wrong fonts can result in text reflow, which can alter line breaks, affect the design, cut off text, etc. To ensure that you're always using the correct fonts, Suitcase Fusion and Font Sense provide unique font identification and automatic activation.

Font Sense technology is designed to overcome the limitations of font names. Most applications record the names and sometimes the types (OpenType, PostScript, etc.) of fonts used in documents. But with the various types of fonts, vendors, and versions that exist, font names are not unique identifiers. Most users have multiple versions of many fonts on their computers—particularly common fonts such as Helvetica and Times—and the applications they use cannot identify which versions are used in their documents. Font Sense solves this by saving complete font metadata into documents.

The font metadata generated by Font Sense starts with the name, type, foundry, and version number of the fonts. Then, for truly unique font identification, the metadata includes additional items such as checksum values. The final result is the Font Sense identification number, which you can view in Suitcase Fusion (**View > Columns > Font Sense**).

Each time you save a document in a supported application, the plug-in records updated Font Sense metadata with the document. The documents no longer rely solely on names to identify the fonts used in them.

When you open documents containing Font Sense specifications, the plug-ins use the Font Sense data to determine and activate precisely the right fonts. Since the font metadata is saved within the document, detailed font information travels with it. No matter where the document is opened, Font Sense knows precisely which fonts to activate.

Preparing Documents and Libraries

The ultimate goal of using Font Sense is that you—and the people in your workflow—never encounter missing fonts, font conflicts, or issues with multiple versions of the same font. To make this happen, you need to:

- Make sure documents have Font Sense metadata saved with them. If the documents were previously opened with the plug-ins from Font Reserve, Font Reserve Server, Universal Type Client or a previous version of Suitcase Fusion, they will already contain this data.
- Make sure users in your workflow have all the fonts that they need and have added those fonts to Suitcase Fusion.
- Users should select the appropriate library from which to activate fonts from the plug-in options in the design application.
    - In Adobe Photoshop, choose **File > Automate > Extensis** to open the Extensis dialog, then choose a library or **All Libraries** from the **Select Library** drop-down menu.
    - In Adobe Illustrator, InCopy, or InDesign, choose **Type > Suitcase Fusion > Library**, then select a specific library or **All Libraries**.
    - In QuarkXPress, choose **Utilities > Suitcase Fusion > Library**, then select a specific library or **All Libraries**.

  Unless you select the **All Libraries** option, the plug-ins only auto-activate and create sets from fonts in one library.

Saving Font Sense Metadata with Documents

Font Sense is designed to ensure that the precise fonts used in a document are auto-activated each time the document is opened, revised, and printed. If you use Font Sense consistently—and make the appropriate fonts available to other users—you should never encounter missing fonts, font conflicts, or confusion regarding multiple versions of the same font.

When you get started using the plug-ins, however, many documents will not have Font Sense information in them. In a service bureau or agency environment, in which you receive many documents and fonts from the outside, it is worth your time to save Font Sense data within your documents. To do this:

1. Set up a “preflight” workstation to handle all incoming documents.
   NOTE: The workstation should have a copy of Suitcase Fusion, all the applications you support with the auto-activation plug-ins enabled (QuarkXPress, Photoshop, Illustrator, InDesign, InCopy), and **Use Font Sense** enabled in the **Auto-Activation Preferences** for each application.
2. In Suitcase Fusion, manually create or add a set containing only the document’s fonts. Activate only that set; be sure that no other fonts are active through Suitcase Fusion.
3. Start the design application, make sure the plug-in is enabled, then open the document.
4. Make a small change to the document and save it. This records the Font Sense metadata within the document.
   NOTE: If you are hesitant to make a change in a document, you can use Save As to save the file in the same location with the same name, replacing the original when prompted. This will also add the Font Sense metadata to the file.
5. Use the **Make Document Set** command to create a set for the document.
   Make Document Set is available from the **Type > Suitcase Fusion** menu in Adobe Illustrator, InCopy, and InDesign, and from the **Utilities > Suitcase Fusion** menu in QuarkXPress.
   In Adobe Photoshop, the **Make Document Set** command is accessed from the Extensis dialog; choose **File > Automate > Extensis** to open the dialog.
6. Collect all of the fonts in the active set and be sure that all users in the workflow add those fonts to Suitcase Fusion before opening the document.

NOTE: You can also preflight any existing documents that do not have Font Sense data. Let the plug-ins automatically activate the “best” fonts or choose the fonts yourself. Then save the documents to record Font Sense metadata with them.

Installing and Removing Auto-activation Plug-ins

Suitcase Fusion includes plug-ins for Adobe Photoshop, Illustrator, InDesign, InCopy, and QuarkXPress. After installing Suitcase Fusion, you'll want to install the auto-activation plug-ins to take advantage of precise Font Sense-powered activation.

NOTE: The plug-ins for Photoshop, Illustrator, and InDesign also include the Extensis Font Panel.

Auto-activation plug-ins are installed and removed with the Suitcase Fusion Plug-in Manager. The Plug-in Manager adds and removes plug-ins from the appropriate Plug-ins and XTensions folders as required.

To install or remove auto-activation plug-ins:

1. Close the target application (Adobe Photoshop, InDesign, InCopy, Illustrator or QuarkXPress) for which you want to manage plug-ins.
2. Choose **Tools > Manage Plug-ins**.
3. In the Plug-in Manager window, check the box next to a plug-in to install it, or clear the box to remove it.

Plug-in status changes take effect the next time you launch the application.

NOTE: You must have administrative privileges on the computer to install or remove plug-ins.

When new versions of the design applications are released, Extensis typically creates a new plug-in that is compatible with the new version. Stay up-to-date by using the Check for Updates feature of Suitcase Fusion.

Automatically Activating Fonts

When you open a document with a Font Sense metadata, the plug-in auto-activates the precise fonts used in the document—provided the fonts are present in the selected library. Each time you save the file, the plug-ins update the Font Sense data as necessary.

When you open documents with Font Sense data and the fonts are available, you should never experience missing fonts, font conflicts, or issues with multiple versions of the same font. In general, the plug-ins work seamlessly in the background. Once you choose a library, you can begin opening documents with confidence that all the right fonts will be auto-activated.

Choosing a Library

When you launch an application, you are prompted to choose a library.

The libraries function as follows:

- When you open documents, the plug-ins auto-activate fonts within the selected library.
- You can change libraries at any time, even while a document is open and fonts are active.
- If you open a document and all the fonts are reported as missing, you may have the wrong library selected. Switch libraries and then check the document's fonts. To select a different library:
  - In Adobe Photoshop, access the **Select Library** drop-down menu and other commands from the Extensis dialog. Choose **File > Automate > Extensis** to open the dialog.
  - In Adobe InDesign, InCopy, or Illustrator, choose **Type > Suitcase Fusion** to access the **Library** submenu and other commands.
  - In QuarkXPress, choose **Utilities > Suitcase Fusion** to access the **Library** submenu and other commands.

NOTE

Extensis plug-ins auto-activate fonts from a single library. For best results, we recommend that you design your documents using fonts from a single library.

Scanning Documents for Fonts

When you open a document that contains Font Sense metadata, the auto-activation plug-in scans the document to see what fonts are used in it, and then automatically activates precisely those fonts (provided the fonts reside in the selected library). The following fonts are considered to be "used" in a document:

- Fonts applied to text.
- The font specified in the application's Normal style sheet.
- Fonts applied to text on master pages, whether or not the master pages are applied to document pages.

NOTE

By default, the auto-activation plug-ins activate individual instances of fonts rather than all the fonts in entire typeface families. For example, if a document requires Minion-Bold, a plug-in would activate only Minion-Bold, not the entire Minion family. You can, however, choose to activate entire families by selecting the **Activate entire font families** option in **Auto-Activation Preferences**.

Scanning Graphics for Fonts

For complete automatic font activation, the auto-activation plug-ins can scan graphic files imported into documents and activate the fonts used in them. The plug-ins will consult any Font Sense metadata saved with graphic files for the most accurate automatic activation. If Font Sense data is not available for a graphic file, the plug-ins identify fonts by name.

NOTE: Currently, Font Sense metadata is saved with EPS files exported from Illustrator and Photoshop documents with unrasterized text layers.

Handling Missing Fonts

If you open a document and a **Missing Fonts** dialog is displayed, first make sure you have the appropriate library selected in the plug-in. If switching libraries doesn't solve the problem, note the details about the missing fonts.

If a font is missing, it may have not been added to Suitcase Fusion, and thus can't be automatically activated. Confirm that all of the necessary fonts have been added to Suitcase Fusion and open the document again.

Picking the "Best" Fonts

If you open documents that contain Font Sense metadata—and the appropriate library is selected—you should rarely encounter missing fonts. In some cases, however, you may be missing the precise font. If other fonts are available with the same name, the plug-ins can auto-activate the "best" font for you to use (provided that **Pick best match when original is missing** is enabled in **Auto-Activation Preferences**, as it is by default). The best font will be used in the document and its information will be recorded in the Font Sense metadata for future use.

In determining the "best" font, the plug-ins prefer (in order of importance):

- An active font over an inactive font (except for active system fonts);
- The Type in the Font Sense metadata; if that does not exist, OpenType fonts are preferred over PostScript fonts, and PostScript fonts are preferred over TrueType fonts;
- The Foundry in the Font Sense metadata; if that does not exist, Adobe is preferred over other foundries;
- Higher versions are preferred over lower versions.

NOTE

Although it's convenient to have Suitcase Fusion select fonts for you, keep in mind that the "best" font is not always the correct font. This is particularly true when you consider that Suitcase Fusion's first preference is for active fonts over inactive fonts. For example, if you keep a TrueType version of Helvetica permanently active, and a document requires a PostScript version of Helvetica, Suitcase Fusion will opt for the active TrueType version—even if you have other PostScript versions of Helvetica.

Deactivating Automatically Activated Fonts

When you quit an application, any fonts that were auto-activated by a plug-in for that application are deactivated. You can change this so auto-activated fonts are deactivated when you close documents or shut down your computer.

Checking Document Fonts

Any time you want to ensure that all the fonts used in a document are active, you can use the **Check Document Fonts** command. For example, if you drag an InDesign snippet onto a page or update a QuarkXPress composition zone, the fonts used in those items may not be active. Or, if you apply a previously unused style sheet to text, the font specified in it may not be active.

To check document fonts:

- In Adobe Photoshop, choose **File > Automate > Extensis**, then click **Check Document Fonts**.
- In Adobe Illustrator, InDesign, or InCopy, choose **Type > Suitcase Fusion > Check Document Fonts**.
- In QuarkXPress, choose **Utilities > Suitcase Fusion > Check Document Fonts**.

Changing Auto-Activation Preferences

Each plug-in has its own Auto-Activation Preferences that control how it works. Before you begin using the plug-in, you may wish to confirm that the default preferences will work for you. Or, as you use a plug-in, you may find that a default setting is not appropriate for your workflow and need to change it.

By default, the plug-ins auto-activate fonts according to Font Sense metadata when documents are opened, save detailed Font Sense data within documents, and deactivate auto-activated fonts when you close documents. You must change preferences separately in each application (Photoshop, Illustrator, InDesign, InCopy, and QuarkXPress).

To change any of these defaults for a plug-in, use the **Suitcase Fusion Auto-Activation Preferences** dialog.

In Adobe Photoshop, choose **File > Automate > Extensis** to open the Extensis dialog, then click **Suitcase Fusion Auto-Activation Preferences**.

In Adobe Illustrator, InCopy, and InDesign, choose **Type > Suitcase Fusion > Suitcase Fusion Auto-Activation Preferences**.

In QuarkXPress, choose **Utilities > Suitcase Fusion > Suitcase Fusion Auto-Activation Preferences**.

Enabling Auto-Activation

When the **Enable Auto-Activation** plug-in preference is enabled, the plug-ins scan documents as you open them to determine the necessary fonts. The plug-ins identify fonts by looking at the document's Font Sense data, if available, or looking at the fonts by name where they are used in the document. **Enable Auto-Activation** is checked by default; to disable automatic activation, uncheck it.

Enable Font Sense support

By default, the plug-ins save detailed Font Sense data within documents, and then use that information to auto-activate fonts in documents as you open them. Font Sense technology generates the metadata, which includes the font's name and other information such as its type, foundry, version, and other important font information. In general, use Font Sense for superior automatic font activation. To disable it, uncheck the **Enable Font Sense support** option.

Pick Best Match When Original Is Missing

By default, when you're using automatic activation and a font conflict occurs, the plug-ins automatically pick the "best" font. Font conflicts may arise if more than one font in the selected library has the same name, such as Helvetica or Times, and the plug-in is unable to determine which font was used to create the document. If you prefer to resolve conflicts yourself, disable **Pick best match when original is missing**.

Activating Fonts in Embedded Objects

When **Activate fonts in embedded objects** is enabled, the plug-ins look at the Font Sense metadata saved with Illustrator EPS and Photoshop PSD documents to auto-activate fonts. When this feature is disabled, as it is by default, the plug-ins still scan graphics for fonts, but will only identify fonts by name.

NOTE: Currently, only Adobe Illustrator EPS files and Adobe Photoshop PSD files with unrasterized text layers are saved with Font Sense metadata.

Activating Entire Font Families

By default, the Suitcase Fusion auto-activation plug-ins activate individual font faces rather than all the fonts in entire typeface families. For example, if a document requires Minion-Bold, a plug-in would activate only Minion-Bold, not the entire Minion typeface family.

You can, however, choose to activate entire families by enabling the **Activate entire font families** plug-in preference. This can be helpful if, for example, you decide to apply bold or italics to body text—those instances of the base font will already be active. To see all the fonts in a family in Suitcase Fusion, choose **View > Group Fonts by Family**, or press Ctrl-E.

Close Opened Fonts

You can specify when auto-activated fonts are deactivated: when you quit the application, or when you close the document. By default, the plug-ins deactivate fonts when you quit an application. To change this setting, click an option in the **Close opened fonts** area.

- **When [application] quits**: Quitting the design application deactivates all the fonts that were auto-activated since the last time you launched the application. This is the default setting.
- **On document close**: Closing the document deactivates auto-activated fonts when you close a document (provided the fonts aren't required by other open documents). Click this option if you need to keep a minimum of fonts active and if most of your documents use different fonts. Because Suitcase Fusion scans each document as you close it, this setting can get tedious if you open and close documents often.

NOTE: If you change this setting while documents are open, the change will apply to documents subsequently opened or created.

Working with the Extensis Font Panel

Suitcase Fusion 4 includes the Extensis Font Panel for Adobe Photoshop CS5/5.1, Illustrator CS5/5.1, and InDesign CS5/5.5, providing direct access to your Suitcase Fusion and Google Web font libraries.

The Font Panel offers a convenient way to select and activate your fonts directly within your creative applications.

In Adobe Photoshop CS5/5.1, you also have access to WebINK fonts for your client approval and design comps.

NOTE: The Extensis Font Panel uses Adobe Flash. Visit the Adobe website (http://get.adobe.com/flashplayer/) to download the latest version of Flash Player.

Opening the Extensis Font Panel

To open the Extensis Font Panel, choose **Window > Extensions > Extensis** in Adobe Photoshop CS5/5.1, Illustrator CS5/5.1, or InDesign CS5/5.5.

The drop-down menu at the top of the panel allows you to display your Suitcase Fusion Fonts or Google Web Fonts in the panel. (In Photoshop, you can also choose to display WebINK fonts.)

You can move, collapse, or group the Extensis Font Panel just like you do other panels within Adobe applications.

Connecting to WebINK

To use WebINK fonts within your Photoshop CS5/5.1 documents, you must log in to your WebINK account.

To connect, enter your WebINK account name and password, then click **Connect**.

The font panel will show the WebINK login screen if it does not have a connection, or if you disconnect from WebINK using Suitcase Fusion 4.

If you have already connected to WebINK from within Suitcase Fusion 4 the Extensis Font Panel will automatically connect.

To create a WebINK account, click **Create an Account** below the **Connect** button.

To disconnect from WebINK, choose **Disconnect from WebINK** from the Extensis Font Panel's flyout menu, or choose **File > Disconnect from WebINK** within Suitcase Fusion 4.

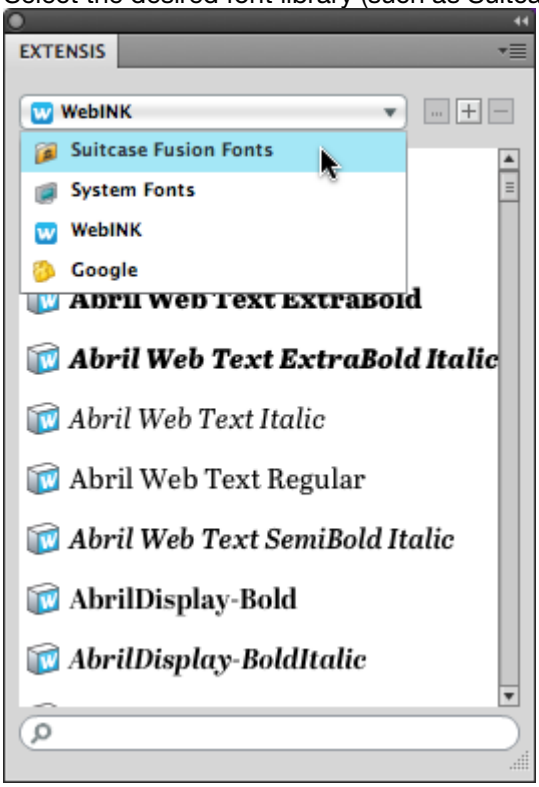
Applying a font in the Extensis Font Panel

In Adobe Photoshop CS5/5.1, you can apply fonts from the Extensis Font Panel to individual type layers.

In InDesign CS5/5.5 and Illustrator CS5/5.1, you can apply a font to a text block or selected text.

To apply a font from the Extensis Font Panel:

1. Open the Extensis Font Panel.
2. Select the desired font library (such as Suitcase Fusion Fonts or Google).



3. Select the text you want to change.

   In Photoshop, choose the **Move** tool , then select the type layer.

   In InDesign or Illustrator, select some text, or choose the Selection tool , then select one or more text blocks.
4. Click the desired font in the Extensis Font Panel.

Modifying type

Once you have applied a font from the Extensis Font Panel, that font becomes activated for your current session, and the font and its styles will appear in your design application's **Font** and **Style** drop-down menus. You can use the font just as if it were any other font activated by Suitcase Fusion 4. In particular, you can:

- Apply the font to any selected text, using the **Font** menu.
- Change the size of the applied font by selecting the desired text and choosing a new size from the **Font Size** menu or entry field.
- Apply a different style by selecting the desired text and choosing a style from the **Style** menu.

Photoshop tips

You may find the following features of Photoshop CS5/5.1 helpful when working with type layers.

The Layers panel

Much of Photoshop's versatility comes from its ability to work with art, type, and special effects on multiple layers within a document. The **Layers** panel lets you:

- Quickly identify the selected layer (the selected layer is highlighted in the panel)
- Select a different layer (by clicking on it in the panel)
- Ensure that the selected layer is a Type layer (Type layers have the icon T in the panel)

To display the **Layers** panel, choose **Window > Layers**.

Transform controls

While typically used to reshape or resize objects, the Transform controls in Photoshop also show you the boundaries of an object, which can sometimes be difficult to determine with text blocks.

The Transform controls appear as a thin black line surrounding the object, with resize handles and a transform reference point.

To show the Transform controls, select the **Move** tool, then check **Show Transform Controls** in the options bar.

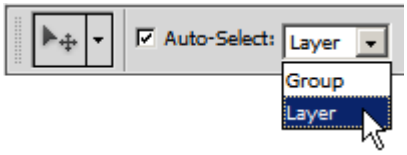
NOTE: If you use the Transform controls in Photoshop to resize a text block, the text will be resized to match the new proportions of the box. If you instead want to just resize the text box itself, choose the **Type** tool, click within the box, and use the controls to resize the text box without changing the size or shape of the text.

Layer auto-select

By default, clicking within the Photoshop document window has no effect on which layer is selected. You can change this behavior so that, when you click on an object with the **Move** tool, that object's layer is selected.

This makes it easy to select a layer visually when you can't necessarily distinguish it using the **Layers** panel.

To enable layer auto-select, select the **Move** tool, check **Auto-Select** in the options bar, then choose **Layer** from the **Auto-Select** pop-up menu.



The Character panel

The Character panel lets you change font, style, size, color, and many other type properties either for selected text, or for an entire type layer.

When using the Character panel in conjunction with the Extensis Font Panel you gain full control over type options in Photoshop.

Choose **Window > Character** to display the **Character** panel.

Maintenance Procedures

Maintaining Your Font Vault

To ensure that you never lose any of the work that you've put into adding and organizing your fonts, it's important to back up your Font Vault periodically.

Suitcase Fusion 4 will also let you create multiple font vaults.

Creating a new Font Vault

There are many reasons why you may want to create a new Font Vault.

- If you have multiple font collections that you need to keep separate and ensure that they are never used at the same time.
- As an alternate to Libraries for organizing projects, you can keep one Vault per project, and easily swap between font collections. This ensures that all fonts are archived with project-specific fonts as well as font organization into a single Font Vault.
- If multiple users need access to a specific set of fonts, all fonts can be added to a single Font Vault. When one person is done working on a project and needs to pass it on to another person, the Font Vault can be passed on along with the other project files. This provides an easy way for small teams to ensure consistency.

It's important to note that multiple users cannot access a single Font Vault at the same time. If you need to share fonts between users, it is best to use a server-based font manager such as Universal Type Server.

To create a new font vault:

1. With Suitcase Fusion 4 running, choose **Edit > Preferences**.
2. Click the **Type Core** tab in the Preferences window.
3. Click **New** .
4. Navigate to the location where you want the new Font Vault, enter a name for it, and click **Create**.
5. When prompted to cancel or restart Suitcase Fusion 4, click **Restart**.
   The new Font Vault is created and automatically selected.

Selecting a Different Font Vault

If you have multiple Font Vaults, or want to use a restored backup, you may need to switch between vaults.

To select a different font vault:

1. With Suitcase Fusion 4 running, choose **Edit > Preferences**.
2. Click the **Type Core** tab in the Preferences window.
3. Click **Select** .
4. Navigate to the location of the other Font Vault and click **OK**.
5. When prompted to cancel or restart Suitcase Fusion 4, click **Restart**.
   The new Font Vault is automatically selected.

Backing up the Font Vault

To back up your Font Vault, copy it to a network location or external disk, or burn a copy to a CD or DVD.

NOTE: The Font Vault is a folder. To ensure the integrity of your font files, do not modify its contents.

To locate the font vault on Windows:

The default location for the Font Vault on Windows XP is:

```
C:\Documents and Settings\[username]\Local Settings\Application
  Data\Extensis\Suitcase Fusion 4\
```

and on Windows Vista/Windows 7 is:

```
C:\Users\[username]\AppData\Local\Extensis\Suitcase Fusion 4\
```

where `[username]` refers to the current user's Windows user name. Open the folder named Suitcase Fusion 4, then copy the folder whose name ends in `.fontvault` to a safe location.

You can also follow the steps below to locate your font vault.

1. With Suitcase Fusion 4 running, choose **Edit > Preferences**.
2. Click the **Type Core** tab in the **Preferences** window.
3. Copy the text shown as the **Font Vault Location**.
   Click in the text, then right-click and choose **Select All** from the shortcut menu, then press Ctrl-C to copy the text.
4. Click the **Stop FMCore** button in the **Preferences** window. In the warning dialog, click **Stop FMCore**. Suitcase Fusion 4 will close.
5. Click the Windows **Start** button, then click **Run**.
6. Paste the text you copied in step 3 above into the **Open** field.
7. Edit the pasted text to delete everything after the final backslash \ character, then click **OK**.
8. Select the folder whose name ends with `.fontvault` and copy it to a safe location.

NOTE

If you are unable to locate the AppData or Application Data folder, it is likely that you don't have your system set to display hidden folders. To show hidden folders, open **Control Panel** from the **Start** menu, then double-click **Folder Options**. Click the **View** tab and enable the option to **Show Hidden Files and Folders**.

Contacting Extensis

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Technical Support

Technical Support is available directly through the Extensis website or by telephone.

Web: Fill out the form at http://www.extensis.com/support/.

A support representative will respond by phone or email, usually within 24 hours on weekdays.

Phone: Please call (503) 274-7030 in North America, or +44 (0) 1604 654 270 in Europe.

When contacting technical support, please include the following information:

- Your product name and serial number(s);
- Your computer configuration, including operating system, memory, and hard drive configuration;
- Your question, or a description of the difficulty you're experiencing: what specifically occurs and when;
- Your phone number if you want to have a representative call you.

Take note of any error numbers or messages that display and any other information you think may be relevant.

For answers to frequently asked questions and troubleshooting tips, you can also visit the Extensis website at http://www.extensis.com/.

Priority Support

If you have an Annual Service Agreement, you are entitled to priority support. Please call the telephone number listed on your agreement to receive support 24 hours a day.

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